



Tuesday, November 14, 2023 at 1:00 PM  
Valley Sanitary District Board Room  
45500 Van Buren Street, Indio, CA 92201

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**BOARD OF DIRECTORS  
REGULAR SESSION  
AGENDA**

Valley Sanitary District is open to the public and board meetings will be conducted in person. In addition to attending in person, members of the public may view and participate in meeting via the following:

Zoom link: <https://us06web.zoom.us/j/82836595958>

Meeting ID: 828 3659 5958

To address the Board of Directors during the virtual live session via zoom, please email the Clerk of the Board at [hgould@valley-sanitary.org](mailto:hgould@valley-sanitary.org) or, alternatively, during the specific agenda item or general comment period (i.e. non-agenda items), please use the "raise your hand" function in zoom in order to be recognized by the Clerk of the Board in order to provide comments in real time.

The Clerk of the Board will facilitate to the extent possible any email requests to provide oral testimony that are sent during the live meeting. Members of the public may provide Oral testimony in person or during the virtual live session and are limited to three minutes each. To address the Board in person please complete speaker request card located at in the Board Room and give it to the Clerk of the Board.

If you are unable to provide comments during the meeting, written public comments on agenda or non-agenda items may be submitted by email to the Clerk of the Board at [hgould@valley-sanitary.org](mailto:hgould@valley-sanitary.org). Written comments must be received by the Clerk of the Board no later than 11:00 a.m. on the day of the meeting.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. NOVEMBER EMPLOYEE ANNIVERSARIES
  - *Mark Wiseman, Wastewater Operator II - 3 years*
  - *Dave Commons, Chief Operating Officer - 2 years*
  - *Mario Luna, Laboratory Technician II - 1 year*

## 5. PRESENTATIONS

### 5.1 CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING FOR THE FISCAL YEAR ENDING JUNE 30, 2022

Recommendation: Review

## 6. PUBLIC COMMENT

## 7. 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.*

### 7.1 APPROVE THE MINUTES FOR THE BOARD OF DIRECTORS REGULAR MEETING HELD OCTOBER 10, 2023

Recommendation: Approve

### 7.2 APPROVE WARRANTS FOR NOVEMBER 14, 2023

Recommendation: Approve

### 7.3 CREDIT CARD REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2023

Recommendation: Approve

### 7.4 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2023

Recommendation: Approve

### 7.5 MONTHLY INVESTMENT REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2023

Recommendation: Approve

## 8. NON-HEARING ITEMS

### 8.1 AWARD OF CONTRACT FOR BULK CHEMICAL DELIVERY TO UNIVAR SOLUTIONS USA, INC. FOR A ONE-YEAR TERM PLUS TWO (2) OPTION YEARS WITH AN INITIAL COST FOR YEAR ONE IN AN AMOUNT NOT TO EXCEED \$551,335

Recommendation: Approve

### 8.2 AWARD OF CONTRACT FOR GRANT WRITING SERVICES TO CAROLLO ENGINEERS, INC. FOR A ONE-YEAR TERM PLUS TWO (2) OPTION YEARS WITH AN INITIAL COST FOR YEAR ONE IN AN AMOUNT NOT TO EXCEED \$80,000

Recommendation: Action

### 8.3 AUTHORIZE SPECIFIC DIRECTORS TO ATTEND THE CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) 2024 WASHINGTON DC POLICY FORUM AND REIMBURSE RELATED EXPENSES

Recommendation: Discussion

### 8.4 AUTHORIZE SPECIFIC DIRECTORS TO ATTEND THE CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) 2024 WINTER CONFERENCE IN PALM SPRINGS, CA AND REIMBURSE RELATED EXPENSES

Recommendation: Discussion

- 8.5 CANCEL THE REGULAR BOARD MEETING ON TUESDAY, DECEMBER 26, 2023, DUE TO ITS PROXIMITY TO THE DISTRICT-OBSERVED HOLIDAY  
Recommendation: Approve
- 8.6 APPROVE CHANGE ORDER NO.'S 2 -5 FOR THE INDIO DOWNTOWN DISTRICT SEWER IMPROVEMENT PROJECT FOR A NOT TO EXCEED COST OF \$73,785.94 AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE CHANGE ORDERS  
Recommendation: Action
- 8.7 APPROVE CHANGE ORDER NO. 6 FOR THE INDIO DOWNTOWN DISTRICT SEWER IMPROVEMENT PROJECT AND GEOTECHNICAL FEES FOR THE EMERGENCY STREET REPAIR ON REQUA STREET FOR A NOT TO EXCEED COST OF \$286,603.00 AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE CHANGE ORDER AND PAY INVOICES.  
Recommendation: Action
- 8.8 PROVIDE THE BOARD OF DIRECTORS AN UPDATE ON THE EMERGENCY REPAIR OF THE WESTWARD HO SEWER SIPHON AND AUTHORIZE THE GENERAL MANAGER TO REIMBURSE THE CITY OF INDIO THE AMOUNT OF \$147,261.97 FOR HALF THE COST OF THE EMERGENCY REPAIR (TOTAL COST TO INSTALL THE BERM IS \$294,523.59)  
Recommendation: Action
- 9. GENERAL MANAGER'S REPORT**
- 9.1 RECEIVE MONTHLY GENERAL MANAGERS REPORT FOR OCTOBER 2023  
Recommendation: Review
- 10. COMMITTEE REPORTS**
- 10.1 DRAFT MINUTES OF THE BUDGET & FINANCE COMMITTEE MEETING - NOVEMBER 7, 2023  
Recommendation: Discuss
- 11. DIRECTOR'S ITEMS**
- 12. INFORMATIONAL ITEMS**
- 13. ADJOURNMENT**

POSTED November 9, 2023  
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**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** Jason Dafforn, General Manager  
**SUBJECT:** CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING FOR THE FISCAL YEAR ENDING JUNE 30, 2022

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**Suggested Action**  
Review

**Strategic Plan Compliance**  
GOAL 4: Increase Community Understanding and Support

**Fiscal Impact**

There is no fiscal impact to the District for this award.

**Environmental Review**

This item does not qualify as a project defined by the California Environmental Quality Act (CEQA).

**Background**

The Certificate of Achievement (COA) is a prestigious national award and represents the highest form of recognition in governmental accounting and financial reporting. This achievement is intended to recognize a significant accomplishment by a government agency and its management team. To be awarded the COA, a government agency must publish an easily readable and efficiently organized Annual Comprehensive Financial Report (ACFR).

Receiving the COA can only be accomplished upon completion of an ACFR, a more accurate and meaningful report on the District's financial condition than the basic financial statement typically completed. The ACFR must satisfy Generally Accepted Accounting Principles (GAAP) and applicable

legal requirements. An impartial panel then judges the ACFR. It must be deemed to meet the high program standards, which include a constructive "spirit of full disclosure" to communicate an agency's financial story and motivate potential users and user groups to read the ACFR.

The COA is presented to individuals designated by the agency as primarily responsible for earning the certificate. The Administration Department worked to compile the award-winning ACFR by gathering the required information and statistical data related to District operations for the past ten years, coordinating and preparing the report content, and ensuring that the report fully complied with rigorous GFOA standards.

The District has achieved this recognition for the past 10 consecutive years.

### **Recommendation**

Staff recommends that the Board of Directors receive the Certificate of Achievement for Excellence in Financial Reporting and recognize and commend the Administration Department for receiving the award for the Fiscal Year 2021/22 from the Government Finance Officers Association.

### **Attachments**

[5.1 Attachment A Announcement of Award Board President.pdf](#)

[5.1 Attachment B Press Release.pdf](#)

[5.1 Attachment C Certificate of Achievement.pdf](#)

[5.1 Attachment D Staff Recognition.pdf](#)



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

10/30/2023

Debora Canero  
Board President  
Valley Sanitary District, California

Dear Debora:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended June 30, 2022 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

10/30/2023

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Valley Sanitary District** for its annual comprehensive financial report for the fiscal year ended June 30, 2022. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*





Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Valley Sanitary District  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2022

*Christopher P. Morill*

Executive Director/CEO



**The Government Finance Officers Association of  
the United States and Canada**

*presents this*

**AWARD OF FINANCIAL REPORTING ACHIEVEMENT**

*to*

**Jeanette Juarez**  
Chief Administrative Officer  
Valley Sanitary District, California



*The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Christopher P. Morrill*

Date: 10/30/2023



**The Government Finance Officers Association of  
the United States and Canada**

*presents this*

**AWARD OF FINANCIAL REPORTING ACHIEVEMENT**

*to*

**Karen Hopper**  
Accounting Analyst  
Valley Sanitary District, California



*The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Christopher P. Morrill*

Date: 10/30/2023



**The Government Finance Officers Association of  
the United States and Canada**

*presents this*

## **AWARD OF FINANCIAL REPORTING ACHIEVEMENT**

*to*

**Branden Rodriguez**  
Administrative Assistant  
Valley Sanitary District, California



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Executive Director

*Christopher P. Morrill*

Date: 10/30/2023



**Valley Sanitary District**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** Holly Gould, Clerk of the Board  
**SUBJECT:** APPROVE THE MINUTES FOR THE BOARD OF DIRECTORS REGULAR MEETING HELD OCTOBER 10, 2023

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**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

None

**Environmental Review**

This does not qualify as a project for the purposes of CEQA.

**Background**

The meeting minutes for the Board of Directors Regular Meeting held October 10, 2023.

**Recommendation**

Approve

**Attachments**

[10 Oct 2023 Minutes.edited.docx](#)

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
October 10, 2023**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, October 10, 2023, at 45-500 Van Buren St., Indio, CA 92201.

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Directors Present:

Jacky Barnum, Debra Canero, Mike Duran, Scott Sear, William Teague

Staff Present:

Jason Dafforn, General Manager; Jeanette Juarez, Chief Administrative Officer; Dave Commons, Chief Operating Officer; Ron Buchwald, District Engineer; Tino Tijerina, Facility Maintenance Supervisor; Holly Gould, Clerk of the Board; and Craig Hayes, Best Best & Krieger

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATION**

- Charles Metcalf, College of the Desert Student – The Great Alumni Hunt

**5. OCTOBER EMPLOYEE ANNIVERSARIES**

- Holly Gould, Clerk of the Board – 14 years

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The Board of Directors thanked Holly for her hard work and years of service to the District.

**6. PUBLIC COMMENT - None**

**7. CONSENT CALENDAR**

7.1 Approve the Minutes for the Board of Directors Regular Meeting held September 26, 2023

7.2 Approve Warrants for October 10, 2023

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**ACTION TAKEN:**

Board Meeting of October 10, 2023

Approved:

**MOTION:** Vice President Duran motioned to approve the consent calendar as presented. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2023-3332**

**8. NON-HEARING ITEMS**

8.1 Authorize the General Manager to Approve the Rebuild of Influent Pump #5

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Influent pump #5 failed to operate under normal conditions. Staff removed the pump and requested Xylem to investigate. Upon disassembly, Xylem determined the pump had extensive water damage and confirmed that a complete rebuild would be required. The cost to rebuild influent plump #5 is \$30,070.60.

**ACTION TAKEN:**  
**MOTION:** Vice President Duran motioned to approve the rebuild of influent pump #5 for an amount of \$30,070.60. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2023-3333**

8.2 Authorize the General Manager to Execute a One-Year Contract for Social Media and Public Relations Services for \$116,931

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On August 1, 2023, a Request for Proposals (RFP) was issued for Social Media and Public Relations Services. Seven proposals were received by the posted deadline; two did not submit all the required information and were considered non-responsive and removed from the review process. Five properly submitted proposals were then sent to a panel for review and scoring. The proposals were evaluated utilizing a 100-point scoring system. The top two firms were invited to participate in a panel interview, including a presentation and a question-and-answer session. Staff were able to identify the best firm to recommend to the Board of Directors to award a contract. Staff recommends the Board of Directors approve a 1-year contract for social media and public relations services with Ardurra Group, Inc. for \$116,931 and authorize the General Manager to execute the agreement.

**ACTION TAKEN:**  
**MOTION:** Vice President Duran motioned to authorize the General Manager to execute a one-year contract with Ardurra Group, Inc. for Social Media and Public Relations Services for \$116,931. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None

**MINUTE ORDER NO. 2023-3334**

- 8.3 Authorize the General Manager to Execute a One-Year Contract for Landscape and Lawn Care Services for an Amount Not to Exceed \$19,896.36

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On August 16, 2023, a Request for Proposals (RFP) was issued for Landscape and Lawn Care Services. Five proposals were received. The proposals were evaluated to ensure all the required information/documentation was submitted correctly. The proposals were sent to a panel for review and scoring. The proposals were evaluated utilizing a 100-point scoring system. Based on the panel review and scoring, Mariposa Landscapes, Inc. submitted the most complete and accurate proposal.

**ACTION TAKEN:**

**MOTION:**

Director Barnum motioned to authorize the General Manager to execute a one-year contract with Mariposa Landscapes, Inc. for Landscape and Lawn Care Services for \$19,896.36. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2023-3335**

- 8.4 Authorize the General Manager to Execute a One-Year Contract for Janitorial Services for an Amount Not to Exceed \$39,777.84

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On August 16, 2023, a Request for Proposals (RFP) was issued for Janitorial Services. Seven proposals were received. The proposals were evaluated to ensure all the required information/documentation was submitted correctly. The proposals were sent to a panel for review and scoring. The proposals were evaluated utilizing a 100-point scoring system. Based on the panel review and scoring, Merchant Building Maintenance, Inc. submitted the most complete and accurate proposal.

**ACTION TAKEN:**

**MOTION:**

Secretary/Treasurer Sear motioned to authorize the General Manager to execute a one-year contract with Merchant Building Maintenance, Inc. for Janitorial Services for \$39,777.84. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2023-3336**

- 8.5 Authorize General Manager to Execute Amendment #1 to a Professional Services Agreement with Soffa for Third Party Review of SCADA and PLC Plans as Provided by the Schnieder Electric Team for the Recycled Water Project – Phase 1



The Supervisory Control and Data Acquisition (SCADA) system allows for remote monitoring and control of the treatment equipment to ensure proper and continued operations. To ensure that the proposed SCADA and PLC upgrades as part of the Recycled Water Project – Phase 1 include the appropriate components to integrate the new system with the existing system, the services of a third-party expert are needed. The District currently has a SCADA firm providing these technical services. Staff has asked Soffa (formerly Trimax) to provide a quote for the as-needed plan check and inspection needs. Trimax (now Soffa) has been the primary consultant for our SCADA system for several years and is responsible for most of VSD's SCADA system upgrades. Staff recommends the authorization to execute this amendment #1 to the Professionals Services Contract with Soffa for an amount not to exceed \$40,000.

**ACTION TAKEN:**

**MOTION:**

Director Teague motioned to authorize the General Manager to execute Amendment #1 to a Professional Services Agreement with Soffa for third-party review of SCADA and PLC plans as provided by Scheider Electric Team for an amount not to exceed \$40,000. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2023-3337**

- 8.6 Authorize Specific Directors to Attend the SCDA Special District Leadership Academy in Sonoma, California, and Reimburse Related Expenses and Cancel the Board Meeting of October 24, 2023

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Staff recommends that the Board of Directors authorize President Debra Canero, Secretary/Treasurer Sear, and Director Jacky Barnum to attend the CSDA Special District Leadership Academy (SDLA) on October 22-25, 2023, in Sonoma, California, and the reimbursement of related expenses. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for new and experienced special district board members. Due to a lack of quorum, the Board Meeting scheduled for October 24, 2023, will need to be canceled.

**ACTION TAKEN:**

**MOTION:**

Vice President Duran motioned to authorize President Debra Canero, Secretary/Treasurer Scott Sear, and Director Jacky Barnum to attend the CSDA Special District Leadership Academy on October 22-25, 2023, in Sonoma, California, and the reimbursement of related expenses, and cancel the Board Meeting for October 24, 2023. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2023-3338**

The Board of Directors voted to add action items 8.7 and 8.8 to the agenda.

**ACTION TAKEN:**

**MOTION:** Vice President Duran motioned to add action items 8.7 to 8.8 to the agenda. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2023-3339**

- 8.7 Authorize the Board President to Sign a Letter of Support for Indio Water Authority’s (IWA) Water Strategy Project

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The IWA Water Strategy Project seeks to fund the development of a comprehensive plan for Chromium-6 removal using stannous chloride and a stannous chloride treatment pilot project. Removing Chromium-6 from drinking supplies in Indio and the Coachella Valley at large is a top priority for both IWA and Valley Sanitary District, as this contaminant can cause adverse health impacts.

**ACTION TAKEN:**

**MOTION:** Vice President Duran motioned to authorize the Board President to sign a Letter of Support for Indio Water Authority’s Water Strategy Project. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2023-3340**

- 8.8 Authorize the Board President to Sign a Letter of Support for Coachella Valley Water District’s (CVWD) WaterSMART Drought Response Program: Drought Resiliency Projects Funding Opportunity for Fiscal Year 2024 for the Development of the Indio Subbasin Water Quality Model for the Coachella Valley Salt and Nutrient Management Plan

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Valley Sanitary District is one of eight Coachella Valley water and wastewater agencies collaborating with CVWD to update the Coachella Valley Salt and Nutrient Management Plan (CV-SNMP), collectively, CV-SNMP Agencies. This Project is vital to developing an updated CV-SNMP, which will support the continued development of recycled water, management of salts and nutrients from all sources, including Colorado River water used to replenish the groundwater basin, and protection of groundwater resources for future generations.

**ACTION TAKEN:**

**MOTION:** Vice President Duran motioned to authorize the Board President to sign a Letter of Support for Coachella Valley Water District’s (CVWD) WaterSMART Drought Response Program: Drought Resiliency Projects Funding Opportunity for Fiscal Year 2024 Grant Application. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2023-3341**

**9. GENERAL MANAGER'S ITEMS**

9.1 Receive Monthly General Managers Report for September 2023

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Jason Dafforn, General Manager, updated the Board on the Requa Avenue subsidence. The Staff has met with all parties involved, including the geotechnical team and the repairs are progressing. The District will utilize GRBCON to make the repairs. This item will be brought back to the Board after completion as a change order. Mr. Dafforn informed the Board of upcoming events. On November 2 is the Coachella State of the City at Veterans Memorial Park in Coachella from 8:00-10:00 a.m. On November 4 is the Dia De Los Muertos Event at the Coachella Valley History Museum from 5:00-9:00 p.m. On November 9, the District is participating in the Indio State of the City as a Title Sponsor. The District will also have a table at the Expo. This event is at Fantasy Springs Casino from 10:30 a.m. to 1:00 p.m. The District will participate in The Great Shake Out, a statewide earthquake drill, on October 19. The District participated in the National Night Out hosted by the Indio Police Department. Mr. Dafforn thanked the Board for the opportunity to participate in the event and thanked Staff for their hard work in making it happen. The District currently has a Collection System Technician position open. The job posting will close on October 31, 2023.

**8. COMMITTEE REPORTS**

8.1 Draft Minutes of the Operations Committee Meeting – October 3, 2023

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Chairperson Jacky Barnum gave an update on the October 3, 2023 Operations Committee meeting. Mario Luna, Laboratory Technician II, gave a presentation on laboratory calibration and verification practices. The committee also received an update on the Lystek Biosolids project and the updated sewer rate model.

**9. DIRECTOR'S ITEMS**

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The Board of Directors thanked staff members Diego Rivera, Carlos Acevedo, Nick Castaneda, Branden Rodriguez, and Holly Gould for volunteering at the National Night Out event.

**10. INFORMATIONAL ITEMS**

**11. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:06 p.m. The next regular Board meeting will be on November 14, 2023.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District



**Valley Sanitary District**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** APPROVE WARRANTS FOR NOVEMBER 14, 2023

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**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The total charges incurred for the warrants from October 3, 2023, through November 6, 2023, are \$1,710,024.91.

**Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

**Background**

The attached warrants list shows all disbursements from October 3, 2023, through November 6, 2023.

**Recommendation**

Staff recommends that the Board of Directors approve the warrants for November 14, 2023.

**Attachments**

[7.2 Attachment A Warrants for November 14, 2023.pdf](#)

**DISBURSEMENTS**  
**Approved at the Board Meeting of**  
**November 14, 2023**

41983	Badger Meter, Inc	flowmeter 100-1000 cc air/min 141045 mag systems	\$192.56
41984	Charter Communications	spetrum internet and voice - 9/26/2023-10/25/2023	\$1,160.51
41985	Fulton Distributing Co.	cutlery, towels, toilet screens, bleach	\$598.74
41986	Innovative Federal Strategies LLC	retainer - sept 2023	\$6,750.00
41987	Jeanette Juarez	reimbursement of district expenses	\$66.82
41988	Mallory Safety & Supply LLC	cal gas 100ppm	\$348.73
41989	Motion Industries, Inc.	6309-2rsjem ball bearing	\$159.73
41989	Motion Industries, Inc.	YAS1 SGT pii blk hi vol ball brg mtd units	\$379.23
41990	Schneider Electric Buildings Americas, Inc	amendment 2 RDT work - July/aug 2023	\$52,430.27
41991	Superior Truck & Auto LLC	kenworth t400 new brake shoes, drums, axle gaskets, gear oil	\$2,680.09
41992	Yellow Mart	Scott Graham boot reimbursement	\$222.92
41994	Alliance Protection	card reader access	\$250.00
41995	Andy Boyd	DOT medical cdl renew	\$100.00
41996	Automation Pride	furnish limit assembly, gate transformer	\$2,662.66
41996	Automation Pride	gate 2 randomly closing issue	\$95.00
41997	Beck Oil, Inc.	shell tellus s2 mx 46 solvent	\$324.19
41998	Best, Best & Krieger	legal services - Sept 2023	\$5,221.10
41998	Best, Best & Krieger	Easement access - Sanchez property	\$1,288.00
41999	California Chemical	sodium hypo - 10/04/2023	\$12,651.57
42000	Caltest Analytical Laboratory	monthly samples - 10/03/2023	\$1,113.40
42001	Carquest Auto Parts	new charges - 09302023	\$1,234.70
42002	Cintas Corp	uniforms, mats, towels etc - 09/28/2023	\$598.19
42002	Cintas Corp	uniforms, mats, towels etc - 10/05/2023	\$551.51
42002	Cintas Corp	uniforms, mats, towels etc - 10/12/2023	\$532.84
42003	Desert Arc	janitorial services - sept 2023	\$3,500.36
42003	Desert Arc	landscaping - oct 2023	\$840.00
42004	Desert Hose & Supply	dj fire hose nst	\$321.68
42004	Desert Hose & Supply	clearbraud tubing	\$7.88
42005	Diamond Environmental Services, LP	portable restroom services - 10/02/2023-10/29/2023	\$269.20
42006	ECS House Industries, Inc.	bearings and seals	\$2,346.61
42007	EPIC IO Technologies, Inc	services oct 2023	\$199.35
42008	Franklin Truck Parts, Inc.	comp fitting 3/8 plug	\$198.41
42009	Geotab USA, Inc	telemetrics - sept 2023	\$584.75
42010	GPE Controls, Inc.	flare parts	\$4,189.52
42011	Lawson Products, Inc.	terminals, screws, ties	\$275.70
42012	Master's Refreshment Services LLC	water delivery - 10/02/2023	\$65.58
42012	Master's Refreshment Services LLC	bottle machine rental	\$176.18
42013	McMaster-Carr Supply Co.	assembly lubricant	\$287.31
42013	McMaster-Carr Supply Co.	SS hex screws, locknuts	\$186.81
42013	McMaster-Carr Supply Co.	pipe fitting, various sizes	\$1,418.69
42013	McMaster-Carr Supply Co.	hex head screw, cleaning deburring brush	\$143.41
42014	OpenGov, Inc	Opengov software - 10/01/2023-9/30/2024	\$15,588.00
42015	Pyro-Comm Systems	service labor for fire panel	\$427.50
42016	Safety-Kleen Systems, Inc.	parts washer service - 09/26/2023	\$214.00
42017	SC Fuels	fuel delivery - 10/03/2023	\$5,867.31
42018	Schneider Electric Buildings Americas, Inc	amendment 2 RST RWP - Sept 2023	\$128,154.35
42019	South Coast A.Q.M.D	FY 23-24 flat fee for last fy emissions	\$160.35
42019	South Coast A.Q.M.D	Annual Biofilter permit fees - 11/15/2023-11/14/2024	\$14,470.59
42020	Southwest Networks, Inc.	lenovo thinkpads for SCADA (2)	\$6,622.88
42020	Southwest Networks, Inc.	dome cameras (3)	\$3,860.63
42021	Superior Protection Consultants	security - Sept 2023	\$9,516.00
42022	Synagro West, LLC	biosolids hauling - sept 2023	\$14,062.37
42023	Underground Service Alert	dig alerts - oct 2023	\$192.00
42023	Underground Service Alert	board fee - October 2023	\$67.31
42024	Univar Solutions	ferric - 09/29/2023	\$2,985.19
42025	Van Dyke Corporation	Retention payout	\$19,500.00
42026	WateReuse Association	water reuse membership CY 2024	\$4,347.00
202310041	Imperial Irrigation District	Electricity - August 2023	\$584.39
202310042	Verizon Wireless	Cell phones - September 2023	\$1,177.64
202310043	Associated Time On Demand	AOD - Sept 2023	\$302.76
202310051	City of Coachella	Water - September 2023	\$48.02
202310052	Grainger	stick on reflector	\$10.63
202310052	Grainger	heavy duty clamp	\$42.89
202310052	Grainger	connector aluminum	\$38.80
202310052	Grainger	impact socket set	\$455.89
202310052	Grainger	solder wire	\$54.19
202310052	Grainger	auto center punch	\$146.55
202310052	Grainger	post top retrofit lamp	\$370.32
202310052	Grainger	adapter, gasket, clamp	\$140.60
202310052	Grainger	v belts, cogged v belts	\$97.57
202310052	Grainger	safety glasses	\$32.89
202310052	Grainger	remote starter switch	\$61.64
202310052	Grainger	business card holder	\$39.53

202310053	Grainger	breaker bar	\$114.93
202310053	Grainger	pipe unthreaded, union socket	\$1,063.14
202310053	Grainger	90 elbow sch 80	\$39.28
202310053	Grainger	chain hight test	\$161.54
202310053	Grainger	lockbox padlock	\$116.45
202310053	Grainger	aspen pad	\$38.24
202310053	Grainger	strut channel ss	\$453.93
202310053	Grainger	ear muffs	\$1,477.60
202310053	Grainger	corner connector	\$57.31
202310053	Grainger	plug in cfl bulb	\$226.63
202310053	Grainger	weighing dish	\$284.31
202310053	Grainger	microscope slide white glass	\$98.97
202310054	Grainger	svce rcd label	\$24.18
202310054	Grainger	bulletin board	\$81.61
202310054	Grainger	lincoln mig weldiing contact TI	\$33.21
202310054	Grainger	mini pleat air filters	\$525.99
202310054	Grainger	mouse wireless	\$49.83
202310054	Grainger	thermocouple wire	\$264.29
202310054	Grainger	rivet tool, die grinder, battery pack	\$1,057.31
202310054	Grainger	microscope slide	\$32.15
202310054	Grainger	v belt	\$12.00
202310054	Grainger	clamp meter compact	\$183.33
202310054	Grainger	air purification device	\$212.10
202310054	Grainger	rplacement fluid pck 3	\$162.78
202310056	Grainger	twist on wire connector	\$63.66
202310056	Grainger	hour meter	\$45.13
202310056	Grainger	absorbent pad	\$231.97
202310056	Grainger	rtv gasket maker	\$74.48
202310056	Grainger	rtv gasket maker 2nd order	\$258.65
202310056	Grainger	hps bulb ed17	\$146.60
202310056	Grainger	liquid glass thermometer	\$111.21
202310056	Grainger	glass microfiber filter	\$277.25
202310061	Paychex - Direct Deposit	PR 09/15/2023 - 09/28/2023 PD 10/06/2023	\$100,841.22
202310062	Paychex - Fee	PR 09/15/2023 - 09/28/2023 PD 10/06/2023	\$268.97
202310063	Paychex - Garnishment	PR 09/15/2023 - 09/28/2023 PD 10/06/2023	\$360.46
202310064	Paychex - Tax	PR 09/15/2023 - 09/28/2023 PD 10/06/2023	\$47,761.63
202310065	Empower (formerly Mass Mutual)	PR 09/15/2023 - 09/28/2023 PD 10/06/2023	\$10.00
202310066	Mission Square (formerly ICMARC / Vantage Point)	PR 09/15/2023 - 09/28/2023 PD 10/06/2023	\$1,470.00
202310067	Nationwide Retirement Solution	PR 09/15/2023 - 09/28/2023 PD 10/06/2023	\$2,271.72
202310068	CalPERS 457	PR 09/15/2023 - 09/28/2023 PD 10/06/2023	\$870.00
202310069	CalPERS Retirement	PR 09/15/2023 - 09/28/2023 PD 10/06/2023	\$27,737.03
202310101	Indio Water Authority	Water - August 2023	\$1,836.26
202310102	Burrtec Waste & Recycling Svcs	Grit removal - September 2023	\$2,748.99
202310103	Burrtec Waste & Recycling Svcs	Trash service - October 2023	\$358.43
202310104	SPOK, Inc.	Pager service - October 2023	\$26.40
202310121	Grainger	penetrant, aerosol	\$132.08
202310121	Grainger	battery alkaline	\$47.74
202310121	Grainger	cam and groove adapter	\$70.37
202310121	Grainger	combination wrench	\$217.44
202310131	FedEx	shipping charges - 09/21/2023	\$17.50
202310131	FedEx	shipping charges - 10/04/2023	\$413.14
202310139	Frontier Communications	Telephone service - October 2023	\$417.63
202310151	Umpqua Bank	Credit card statement - September 2023	\$20,706.38
202310171	SoCal Gas	Gas service - September 2023	\$183.16
202310201	Paychex - Direct Deposit	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$100,627.64
202310202	Paychex - Fee	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$268.97
202310203	Paychex - Garnishment	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$360.46
202310204	Paychex - Tax	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$46,399.05
202310205	Mission Square (formerly ICMARC / Vantage Point)	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$1,470.00
202310206	CalPERS 457	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$820.00
202310207	CalPERS Retirement	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$27,748.25
202310208	Nationwide Retirement Solution	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$2,421.72
202310209	Empower (formerly Mass Mutual)	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$10.00
42027	Automation Pride	furnish control board	\$1,065.83
42028	California Association of Sanitation Agencies	membership renewal - CY 2024	\$18,540.00
42029	Calif. Special District Association	CSDA membership - CY 2024	\$9,175.00
42030	Caltest Analytical Laboratory	quarterly samples - 11/02/2023	\$288.80
42030	Caltest Analytical Laboratory	monthly samples - 10/20/2023	\$1,113.40
42030	Caltest Analytical Laboratory	chloryprifos study - 10/20/2023	\$475.00
42031	Charter Communications	spectrum 10/26/2023-11/25/2023	\$1,163.76
42032	Cintas Corp	uniforms, mats, towels, etc - 10/19/2023	\$584.16
42033	Consolidated Electrical Distributors, Inc.	tap connection, tape measure	\$114.20
42034	Daniels Tire Service, Inc.	atv tires	\$306.41
42035	Davis Farr LLP	first billing annual audit - June 30 2023	\$18,000.00
42036	Desert Hose & Supply	hose assembly, connections	\$140.42
42036	Desert Hose & Supply	dust caps, pvc	\$307.29
42037	Desert Landscape Line	scalping and reseeded of VSD lawns	\$1,800.00
42038	Diamond Environmental Services, LP	portable restroom services - 10/30/2023-11/26/2023	\$269.20

42039	Downing Construction, Inc	retention payment	\$150,183.71
42040	E. S. Babcock & Sons, Inc.	cyanide monthly - 10/25/2023	\$169.86
42040	E. S. Babcock & Sons, Inc.	cyanide -09/20/2023	\$169.86
42040	E. S. Babcock & Sons, Inc.	biosolids - 11/05/2023	\$523.58
42041	Eberhard Equipment	filters, bolt wheel	\$627.68
42042	Fluid Components International LLC	calibrate flow meters	\$2,735.86
42042	Fluid Components International LLC	repair gas flow meter, recalibrate	\$3,037.50
42043	Foster-Gardner, Inc.	glystar 2.5 gallon	\$406.99
42044	George Petersen Insurance Agency	endorsement, admin fee 7/1/2023-4/1/2024	\$426.00
42045	Geotab USA, Inc	vehicle telemetrics - oct 2023	\$583.25
42046	Grainger	2W929 gen purpose relay, 6CVZ9 gen purpose relay	\$387.29
42047	Granicus, LLC	Granicus subscription - 11/15/2023-11/14/2024	\$10,420.83
42048	GRBCON, Inc	Downtown Indio sewer project - 9/20/2023-10/25/2023	\$289,725.87
42049	Harris & Associates	PADM coll sys maint ph 5 - sept 2023	\$71,859.98
42050	IDEXX Distribution, Inc.	vessels w st and sb 200 pack	\$269.00
42051	Industrial Filter Manufacturers, Inc.	primary panel element	\$3,518.55
42052	Innovative Document Solutions	canon copier maint - sept 2023	\$87.11
42053	Interstate All Battery Center	batteries	\$417.11
42054	Jason Dafforn	SDLF conference reimbursement	\$672.18
42055	JM Test Systems, LLC	test gloves	\$399.81
42056	Master's Refreshment Services LLC	water delivery - 10/30/2023	\$537.50
42056	Master's Refreshment Services LLC	water delivery -10/16/2023	\$88.00
42057	McMaster-Carr Supply Co.	pipe fittings for stock	\$721.43
42057	McMaster-Carr Supply Co.	machine key	\$176.57
42057	McMaster-Carr Supply Co.	zinc plated pegboard hook	\$51.72
42058	Mobile Modular Management Corp	office trailer rental - 10/04/2023-11/02/2023	\$655.15
42059	Motion Industries, Inc.	gasket seal 1.75	\$1.89
42059	Motion Industries, Inc.	site plug	\$37.52
42059	Motion Industries, Inc.	gear reducer repair parts	\$279.13
42059	Motion Industries, Inc.	gear reducer parts, power transmission	\$923.20
42059	Motion Industries, Inc.	raptor element e20	\$831.69
42059	Motion Industries, Inc.	raptor element e20	\$547.71
42060	NBS Government Finance Group	rate study capacity fee - through sept 2023	\$4,095.00
42061	NeoGov	governmentjobs.com 2/14/2024-2/13/2025	\$10,636.45
42062	Plumbers Depot Inc.	cues camera repairs	\$1,645.84
42063	Polydyne, Inc.	polymer delivery - 10/18/2023	\$4,271.63
42064	Pyro-Comm Systems	fire alarm monitoring - 11/01/2023-01/30/2024	\$135.00
42065	Ronald Buchwald	Water distribution certification renewal reimbursement	\$105.00
42066	Southwest Networks, Inc.	guardian it managed 10/01/2023-12/31/2023	\$216.00
42066	Southwest Networks, Inc.	guardian bdr - nov 2023	\$699.00
42066	Southwest Networks, Inc.	replacement pc	\$1,419.19
42067	Staples Advantage	new purchases - oct 2023	\$1,108.45
42068	State Water Resources Control Board	recycled water review - FY 2022-2023	\$730.40
42069	Superior Protection Consultants	security patrol - oct 2023	\$9,672.00
42070	Superior Truck & Auto LLC	inspect wench	\$175.00
42070	Superior Truck & Auto LLC	pressure switch, labor, miles	\$1,005.49
42071	Swains Electric Motor Service	flygt pump, overhaul	\$9,718.35
42072	Tops 'N Barricades Inc.	temp business sign	\$33.17
42072	Tops 'N Barricades Inc.	paint flow green marking	\$147.47
42072	Tops 'N Barricades Inc.	signs, decals, sheeting, safe glass	\$153.99
42072	Tops 'N Barricades Inc.	signs and decals	\$471.43
42072	Tops 'N Barricades Inc.	monitored signs	\$119.08
42073	United Refrigeration Inc.	float valve	\$278.44
42074	United Way of the Desert	PR 10/13/2023 - 10/26/2023 PD 11/03/2023	\$20.00
42074	United Way of the Desert	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$20.00
42075	Univar Solutions	sodium bisulfite - 10/30/2023	\$6,472.43
42075	Univar Solutions	ferric - 10/27/2023	\$2,985.19
42076	USA Blue Book	deionized water 99ml	\$203.14
42076	USA Blue Book	showa biodegradable disposable 332158	\$13.70
42076	USA Blue Book	kimwipes disposable wipes	\$273.31
42076	USA Blue Book	nitrate tnt+	\$1,370.65
42077	Valley Office Equipment, Inc	sharp maint - 9/13/2023-10/12/2023	\$206.04
42078	Willdan Financial Services	AD 2004-VSD	\$4,500.00
202310232	Standard Insurance Company	Vision and Health insurance - November 2023	\$4,800.12
202310241	CalPERS Health	Health insurance - November 2023	\$54,450.50
202310251	Rudy's Pest Control	general pest - Oct 2023	\$200.00
202310301	Colonial Life	PR 09/15/2023 - 09/28/2023 PD 10/06/2023	\$1,057.73
202310301	Colonial Life	PR 09/29/2023 - 10/12/2023 PD 10/20/2023	\$1,057.73
202310302	UPS	pickup fee - 10/14/2023	\$9.26
202310303	FedEx	shipping charges - 10/02/2023	\$379.11
202310303	FedEx	shipping charges - 10/16/2023	\$271.77
202310303	FedEx	shipping charges - 10/17/2023	\$71.61
202310311	Domino Solar LTD	Electricity - September 2023	\$6,296.12
202310312	Imperial Irrigation District	Electricity - September 2023	\$65,312.19
202310313	UPS	shipping fees - 10/12/2023	\$218.92
202310314	Grainger	mechanics gloves	\$33.05
202310314	Grainger	mini pleat air filter	\$426.09
202310314	Grainger	photocontrol locking	\$307.13



202310314 Grainger	bolt cutter 30"	\$100.39
202310314 Grainger	compact ball valve pvc	\$225.94
202310314 Grainger	pvc ball valve inline socket	\$31.11
202310314 Grainger	hand ratchet, hex bit set, storage clipboard	\$333.38
202310314 Grainger	lighted rocker switches	\$10.96
202310314 Grainger	liquid in glass thermometer	\$154.12
202310319 Basic	Funds withdrawn - 10/31/2023	\$219.33
202311011 Standard Insurance Company	Life and disability insurance - November 2023	\$1,914.14
202311012 De Lage Landen Financial Services, Inc	Sharp lease - Oct 2023	\$212.07
202311019 CalPERS Retirement	PR 10/13/2023 - 10/26/2023 PD 11/03/2023	\$27,737.77
202311030 Grainger	leather gloves	\$65.97
202311030 Grainger	keyed padlock, thread sealant tape	\$243.32
202311030 Grainger	UPS system 12.1 min 426N96	\$284.84
202311030 Grainger	standby 850.0VA 13J029	\$172.76
202311030 Grainger	fuse class cc 7A 1CX66	\$180.41
202311030 Grainger	6CWA3 Gen purpose relay 8 pin	\$143.30
202311030 Grainger	leather gloves	\$130.73
202311030 Grainger	HMIG label paper, hanging stack bin	\$103.93
202311030 Grainger	steel sockets	\$37.36
202311031 Paychex - Direct Deposit	PR 10/13/2023 - 10/26/2023 PD 11/03/2023	\$98,740.90
202311032 Paychex - Fee	PR 10/13/2023 - 10/26/2023 PD 11/03/2023	\$56.92
202311033 Paychex - Garnishment	PR 10/13/2023 - 10/26/2023 PD 11/03/2023	\$360.46
202311034 Paychex - Tax	PR 10/13/2023 - 10/26/2023 PD 11/03/2023	\$45,972.35
202311035 Mission Square (formerly ICMARC / Vantage Point)	PR 10/13/2023 - 10/26/2023 PD 11/03/2023	\$1,470.00
202311036 Nationwide Retirement Solution	PR 10/13/2023 - 10/26/2023 PD 11/03/2023	\$2,446.72
202311037 Empower (formerly Mass Mutual)	PR 10/13/2023 - 10/26/2023 PD 11/03/2023	\$10.00
202311038 CalPERS 457	PR 10/13/2023 - 10/26/2023 PD 11/03/2023	\$820.00
202311041 Verizon Wireless	Cell phones - October 2023	\$1,577.87
202311061 Indio Water Authority	Water - September 2023	\$522.00
	Total	\$1,710,024.91



**Valley Sanitary District**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** CREDIT CARD REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2023

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**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The total charges incurred for the credit card statement ending September, 2023, are \$20,706.38.

**Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

**Background**

The attached report summarizes the District's credit card expenditures for the statement ending September 30, 2023.

**Recommendation**

Approve the credit card report for the period September 30, 2023.

**Attachments**

[7.3 Attachment A Credit Card Transaction September 2023.xlsx](#)

[7.3 Attachment B UMQUA Credit Card Statement September\\_Redacted.pdf](#)

Diverted From Cardholder Name	Tran Date	Post Date	Merchant Name	MCC Description	Debits	Credits
ANNA BELL	9/14/2023	9/15/2023	AMZN Mktp US*TX70L8Z2	Book Stores	\$17.84	
ANNA BELL	9/14/2023	9/15/2023	AMZN Mktp US*TR5E04VC1	Book Stores	\$18.90	
ANNA BELL	9/13/2023	9/14/2023	The Webstaurant Store Inc	Durable Goods Not Elsewhere Classified	\$391.28	
ANNA BELL	9/12/2023	9/13/2023	FD *CA DMV VFC *SVC	Government Services Not Elsewhere Clas	\$0.02	
ANNA BELL	9/12/2023	9/13/2023	FD *CA DMV VFC *SVC	Government Services Not Elsewhere Clas	\$0.02	
ANNA BELL	9/12/2023	9/13/2023	FD *CA DMV VFC	Government Services Not Elsewhere Clas	\$1.00	
ANNA BELL	9/12/2023	9/13/2023	FD *CA DMV VFC	Government Services Not Elsewhere Clas	\$1.00	
BRANDEN RODRIGUEZ	9/28/2023	9/29/2023	SO *TKB BAKERY & DELI	Express Payment Services (Fast Food)	\$201.41	
BRANDEN RODRIGUEZ	9/20/2023	9/20/2023	AMZN Mktp US*TX2TE0TH1	Book Stores	\$16.26	
BRANDEN RODRIGUEZ	8/31/2023	9/1/2023	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewhe	\$221.00	
BRANDEN RODRIGUEZ	8/31/2023	9/1/2023	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewhe	\$221.00	
BRANDEN RODRIGUEZ	8/31/2023	9/1/2023	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewhe	\$221.00	
BRANDEN RODRIGUEZ	8/31/2023	9/1/2023	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewhe	\$98.00	
DAVE COMMONS	9/15/2023	9/17/2023	SP HOSEWAREHOUSE.COM	Industrial Supplies Not Elsewhere Clas	\$71.82	
DAVE COMMONS	9/12/2023	9/13/2023	AMZN Mktp US*TR0WA69A2	Book Stores	\$10.86	
DAVE COMMONS	9/6/2023	9/7/2023	AMZN Mktp US*TL7Y31IU2	Book Stores	\$9.78	
DAVE COMMONS	9/3/2023	9/4/2023	ADOBE *ACROPRO SUBS	Computer Software	\$19.99	
DAVE COMMONS	9/1/2023	9/3/2023	OWPSPACSTATE	Civic Social & Fraternal Associations	\$125.25	
DAVE COMMONS	9/2/2023	9/3/2023	ONO-067 (INDIO)	Eating Places Restaurants	\$20.30	
DEBRA CAMERO	8/31/2023	9/3/2023	PORTOLA HOTEL AND SPA	Hotels Motels Resorts - Lodging	\$672.02	
EDUARDO LUNA	9/26/2023	9/28/2023	REECE PLUMBING-2020	Industrial Supplies Not Elsewhere Clas	\$98.75	
EDUARDO LUNA	9/6/2023	9/8/2023	REECE PLUMBING-2020	Industrial Supplies Not Elsewhere Clas	\$31.57	
HEBERTO MORENO	9/27/2023	9/29/2023	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$6.80	
HEBERTO MORENO	9/20/2023	9/21/2023	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewhe	\$113.00	
HOLLY GOULD	9/27/2023	9/28/2023	GOVERNMENT FINANCE OFFIC	Membership Organizations Not Elsewhe	\$345.00	
HOLLY GOULD	9/27/2023	9/28/2023	Caeconomy.org	Political Organizations Including Con	\$300.00	
HOLLY GOULD	9/26/2023	9/27/2023	WAL-MART #2181	Grocery Stores Supermarkets	\$54.55	
HOLLY GOULD	9/26/2023	9/26/2023	AMZN Mktp US*TL2YI8XE0	Book Stores	\$141.36	
HOLLY GOULD	9/20/2023	9/21/2023	WATEREUSE ASSOCIATION	Membership Organizations Not Elsewhe	\$675.00	
HOLLY GOULD	9/20/2023	9/20/2023	AMZN Mktp US*TX9PV0SD0	Book Stores	\$31.51	
HOLLY GOULD	9/14/2023	9/15/2023	QGV*College Of The Desert	Charitable And Social Service Organiza	\$2,500.00	
HOLLY GOULD	9/13/2023	9/15/2023	GG *COACHELLA VALLEY H	Charitable And Social Service Organiza	\$2,500.00	
HOLLY GOULD	9/13/2023	9/14/2023	PAYPAL *CALPELRA	Civic Social & Fraternal Associations	\$852.00	
HOLLY GOULD	9/12/2023	9/13/2023	WAL-MART #2181	Grocery Stores Supermarkets	\$35.36	
HOLLY GOULD	9/8/2023	9/8/2023	PANERA BREAD #601254 O	Express Payment Services (Fast Food)	\$702.64	
HOLLY GOULD	9/7/2023	9/8/2023	WATEREUSE ASSOCIATION	Membership Organizations Not Elsewhe	\$1,150.00	
HOLLY GOULD	9/6/2023	9/7/2023	COSTCO WHSE #0638	Wholesale Clubs	\$224.99	
HOLLY GOULD	9/5/2023	9/6/2023	WAL-MART #2181	Grocery Stores Supermarkets	\$84.79	
HOLLY GOULD	9/1/2023	9/3/2023	AMZN Mktp US*TL0PU54J0	Book Stores	\$69.59	
JASON DAFFORN	9/28/2023	9/29/2023	THE VINTAGE COFFEE HOUSE	Eating Places Restaurants	\$11.27	
JASON DAFFORN	9/27/2023	9/28/2023	HEIRLOOM CRAFT KITCHEN	Eating Places Restaurants	\$109.87	
JASON DAFFORN	9/18/2023	9/20/2023	LA CASITA MEXICAN GRILL #	Eating Places Restaurants	\$28.37	
JASON DAFFORN	9/13/2023	9/14/2023	GCVCC	Membership Organizations Not Elsewhe	\$99.00	
JASON DAFFORN	8/31/2023	9/3/2023	PORTOLA HOTEL AND SPA	Hotels Motels Resorts - Lodging	\$595.37	
JASON DAFFORN	8/31/2023	9/1/2023	PALM SPRINGS AIRPORT	Transportation Services Not Elsewhere	\$80.00	
JASON DAFFORN	8/30/2023	9/1/2023	ROCKFISH HARBOR GRILL	Eating Places Restaurants	\$181.40	
JEANETTE JUAREZ	9/28/2023	9/29/2023	SO *TKB BAKERY & DELI	Express Payment Services (Fast Food)	\$19.01	
JEANETTE JUAREZ	9/28/2023	9/29/2023	CSMFO	Membership Organizations Not Elsewhe	\$150.00	
JEANETTE JUAREZ	9/20/2023	9/21/2023	AMZN Mktp US*T15X21F42	Book Stores	\$71.75	
JEANETTE JUAREZ	9/20/2023	9/21/2023	AMZN Mktp US*TX4042AL1	Book Stores	\$73.74	
JEANETTE JUAREZ	9/19/2023	9/20/2023	J2 EFAQ SERVICES	Continuity/Subscription Merchants	\$18.99	
JEANETTE JUAREZ	9/11/2023	9/12/2023	AMZN Mktp US*TR1YU8Z61	Book Stores	\$58.97	
JEANETTE JUAREZ	9/5/2023	9/7/2023	AROUND THE CLOCK CALL CTR	Miscellaneous & Specialty Retail Store	\$169.30	
JEANETTE JUAREZ	9/3/2023	9/4/2023	ADOBE *ACROPRO SUBS	Computer Software	\$263.89	
JIMMY GARCIA	9/18/2023	9/20/2023	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$145.26	
JIMMY GARCIA	9/19/2023	9/20/2023	VALLEY LOCK AND SAFE	Business Services Not Elsewhere Classi	\$9.62	
JIMMY GARCIA	9/14/2023	9/17/2023	A.C. HOUSTON LUMBER INDIO	Construction Materials Not Else Where	\$73.97	
JIMMY GARCIA	9/14/2023	9/17/2023	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$283.85	
JIMMY GARCIA	9/5/2023	9/6/2023	SMART AND FINAL 718	Grocery Stores Supermarkets	\$253.45	
JIMMY GARCIA	9/1/2023	9/3/2023	SCELZI EQUIPMENT INC.	Automotive Parts Accessories Stores	\$337.89	
MIKE DURAN	8/31/2023	9/3/2023	PORTOLA HOTEL AND SPA	Hotels Motels Resorts - Lodging	\$10.93	
MIKE DURAN	8/31/2023	9/3/2023	PORTOLA HOTEL AND SPA	Hotels Motels Resorts - Lodging	\$700.38	
SCOTT SEAR	8/31/2023	9/3/2023	ARCO #42924 AMPM	Automated Gasoline Dispensers	\$98.87	
SCOTT SEAR	8/31/2023	9/3/2023	PARKING METERS (POM)	Automobile Parking Lots And Garages	\$6.00	
SCOTT SEAR	8/31/2023	9/3/2023	PORTOLA HOTEL AND SPA	Hotels Motels Resorts - Lodging	\$689.45	
SCOTT SEAR	9/2/2023	9/3/2023	COSTCO GAS #0638	Automated Gasoline Dispensers	\$74.54	
TINO TUJERINA	9/21/2023	9/24/2023	ZORO TOOLS INC	Industrial Supplies Not Elsewhere Clas	\$274.01	
TINO TUJERINA	9/21/2023	9/24/2023	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$56.48	
TINO TUJERINA	9/22/2023	9/24/2023	RADWELL INTERNATIONAL	Electrical Parts And Equipment	\$403.89	
TINO TUJERINA	9/20/2023	9/22/2023	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$167.89	
TINO TUJERINA	9/20/2023	9/22/2023	ONO-067 (INDIO)	Eating Places Restaurants	\$121.91	
TINO TUJERINA	9/20/2023	9/21/2023	SO *UNIQUE BITE EATERY	Miscellaneous Food Stores - Specialty	\$33.14	
TINO TUJERINA	9/19/2023	9/21/2023	KSC & SON CORPORATION - G	Car Washes	\$12.00	
TINO TUJERINA	9/19/2023	9/20/2023	INDIOCA*MISC GOV	Government Services Not Elsewhere Clas	\$272.57	
TINO TUJERINA	9/19/2023	9/20/2023	TYL*INDIO SERV FEE	Government Services Not Elsewhere Clas	\$8.18	
TINO TUJERINA	9/19/2023	9/20/2023	VALLEY LOCK AND SAFE	Business Services Not Elsewhere Classi	\$144.96	
TINO TUJERINA	9/18/2023	9/20/2023	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$556.05	
TINO TUJERINA	9/18/2023	9/19/2023	TYL*INDIO SERV FEE	Government Services Not Elsewhere Clas	\$2.50	
TINO TUJERINA	9/18/2023	9/19/2023	INDIOCA*MISC GOV	Government Services Not Elsewhere Clas	\$76.69	
TINO TUJERINA	9/12/2023	9/14/2023	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$126.45	
TINO TUJERINA	9/11/2023	9/12/2023	VALLEY LOCK AND SAFE	Business Services Not Elsewhere Classi	\$33.60	
TINO TUJERINA	9/7/2023	9/8/2023	DESERT ELECTRIC-INDIO	Electrical Parts And Equipment	\$69.13	
TINO TUJERINA	9/7/2023	9/8/2023	SMART AND FINAL 718	Grocery Stores Supermarkets	\$34.72	
TINO TUJERINA	9/6/2023	9/7/2023	ZORO TOOLS INC	Industrial Supplies Not Elsewhere Clas	\$14.62	
TINO TUJERINA	9/1/2023	9/3/2023	W/M SUPERCENTER #2181	Grocery Stores Supermarkets	\$7.85	
TINO TUJERINA	9/1/2023	9/3/2023	WAL-MART #2181	Grocery Stores Supermarkets	\$12.89	
TINO TUJERINA	8/30/2023	9/3/2023	CHEMWORLD	Chemicals And Allied Products Not Else	\$928.76	
TINO TUJERINA	9/1/2023	9/3/2023	TARGET 00018671	Discount Stores	\$108.84	
TINO TUJERINA	9/1/2023	9/3/2023	OFFICEMAX/DEPOT 6753	Stationery Office & School Supply Sto	\$10.86	
TINO TUJERINA	8/31/2023	9/1/2023	ALLIED REFRIGERATION #7	Hardware Equipment And Supplies	\$345.59	
TINO TUJERINA	8/30/2023	9/1/2023	KSC & SON CORPORATION - G	Car Washes	\$12.00	
TINO TUJERINA	9/10/2023	9/10/2023	AUTO PMT FROM ACCT	Payment Adjustment Fee or Finance Charge		(\$22,140.90)
				Total	\$20,706.38	(\$22,140.90)



UMPQUA BANK

BL ACCT [REDACTED] VALLEY SANITARY DISTRICT Account Number: [REDACTED] Page 1 of 6



Account Summary

Table with 3 columns: Item, Sign, Amount. Includes Billing Cycle, Days In Billing Cycle, Previous Balance, Purchases, Cash, Balance Transfers, Special, Credits, Payments, Other Charges, Finance Charges.

NEW BALANCE \$20,706.38

Credit Summary

Table with 2 columns: Item, Amount. Includes Total Credit Line, Available Credit Line, Available Cash, Amount Over Credit Line, Amount Past Due, Disputed Amount.

Account Inquiries

- Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
Go to www.umpquabank.com
Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

Table with 2 columns: Item, Amount. Includes NEW BALANCE \$20,706.38, MINIMUM PAYMENT \$20,706.38, PAYMENT DUE DATE 10/25/2023

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

Table with 5 columns: Trans Date, Post Date, Reference Number, Transaction Description, Amount. Includes TOTAL CORPORATE ACTIVITY \$22,140.90-

Cardholder Account Summary

Table with 5 columns: Cardholder Name, Payments & Other Credits, Purchases & Other Charges, Cash Advances, Total Activity. Includes JEANETTE JUAREZ #4756.

Cardholder Account Detail

Table with 6 columns: Trans Date, Post Date, Plan Name, Reference Number, Description, Amount. Includes transactions for ADOBE and AMZN.

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE. ALLOW UP TO 7 DAYS FOR RECEIPT.

UMPQUA BANK PO BOX 35142 - LB1181 SEATTLE WA 98124-5142



Account Number [REDACTED]

Check box to indicate name/address change on back of this coupon

Table with 4 columns: Closing Date, New Balance, Total Minimum Payment Due, Payment Due Date.

AMOUNT OF PAYMENT ENCLOSED

Amount enclosed grid with dollar sign and a small square marker.

BL ACCT [REDACTED] VALLEY SANITARY DISTRICT 45-500 VAN BUREN STREET INDIO CA 92201



MAKE CHECK PAYABLE TO: UMPQUA BANK COMMERCIAL CARD OPS PO BOX 35142 - LB1181 SEATTLE WA 98124-5142

**IMPORTANT INFORMATION**

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

**Method A - Average Daily Balance (including current transactions):** The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Method E - Average Daily Balance (excluding current transactions):** To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Method G - Average Daily Balance (including current transactions):** To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Payment Crediting and Credit Balance:** Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

**Closing Date:** The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

**Annual Fee:** If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

**Negative Credit Reports:** You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

**BILLING RIGHTS SUMMARY**

**In Case of Errors or Inquiries About Your Bill:** If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- ◆ Your name and account number.
- ◆ The dollar amount of the suspected error.
- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.

Please use blue or black ink to complete form

**NAME CHANGE**

Last

First  Middle

**ADDRESS CHANGE**

Street

City  State  ZIP Code

Home Phone (  )  -  Business Phone (  )  -

Cell Phone (  )  -  E-mail Address

**SIGNATURE REQUIRED TO AUTHORIZE CHANGES**

Signature \_\_\_\_\_

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/19	09/20	PPLN01	24692163262102010029227	J2 EFAV SERVICES 323-817-3205 CA	\$18.99
09/20	09/21	PPLN01	24692163263102568165901	AMZN Mktp US*TX4042AL1 Amzn.com/bill WA	\$73.74
09/20	09/21	PPLN01	24692163263103006093994	AMZN Mktp US*T15X21F42 Amzn.com/bill WA	\$71.75
09/28	09/29	PPLN01	24692163271109302381256	SQ *TKB BAKERY & DELI gosq.com CA	\$19.01
09/28	09/29	PPLN01	24492163271000049682589	CSMFO WWW.CSMFO.ORG CA	\$150.00

Cardholder Account Summary					
HEBERTO MORENO #### #### #### 6026		Payments & Other Credits \$0.00	Purchases & Other Charges \$119.80	Cash Advances \$0.00	Total Activity \$119.80

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/20	09/21	PPLN01	24801973264690044009080	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$113.00
09/27	09/29	PPLN01	24943013271010180059788	THE HOME DEPOT #6874 INDIO CA	\$6.80

Cardholder Account Summary					
TINO TIJERINA #### #### #### 6034		Payments & Other Credits \$0.00	Purchases & Other Charges \$3,835.58	Cash Advances \$0.00	Total Activity \$3,835.58

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/31	09/01	PPLN01	24493983244286770900183	ALLIED REFRIGERATION #7 760-324-1746 CA	\$345.59
08/30	09/01	PPLN01	24269793243500617153921	KSC & SON CORPORATION - G INDIO CA	\$12.00
08/30	09/03	PPLN01	24492153244852238986188	CHEMWORLD 800-658-7716 NV	\$928.76
09/01	09/03	PPLN01	24164073244091011389081	TARGET 00018671 LA QUINTA CA	\$108.84
09/01	09/03	PPLN01	24226383244360235727379	WAL-MART #2181 INDIO CA	\$12.89
09/01	09/03	PPLN01	24445003245400217263320	WM SUPERCENTER #2181 INDIO CA	\$7.85
09/01	09/03	PPLN01	24137463245100576299654	OFFICEMAX/DEPOT 6753 LA QUINTA CA	\$10.86
09/06	09/07	PPLN01	24755423249292494291771	ZORO TOOLS INC 855-2899676 IL	\$14.62
09/07	09/08	PPLN01	24801973251081387107951	DESERT ELECTRIC-INDIO INDIO CA	\$69.13
09/07	09/08	PPLN01	24231683251837000080221	SMART AND FINAL 718 COACHELLA CA	\$34.72
09/11	09/12	PPLN01	24355893254336363370198	VALLEY LOCK AND SAFE 760-5685397 CA	\$33.60
09/12	09/14	PPLN01	24943013256010180146865	THE HOME DEPOT #6874 INDIO CA	\$126.45
09/18	09/19	PPLN01	24692163261101560690710	INDIOCA*MISC GOV 760-391-4115 CA	\$76.69
09/18	09/19	PPLN01	24692163261101561300673	TYL*INDIO SERV FEE 972-713-3700 TX	\$2.50
09/18	09/20	PPLN01	24692163262102061840670	THE HOME DEPOT 6874 INDIO CA	\$556.05
09/19	09/20	PPLN01	24355893262337398207728	VALLEY LOCK AND SAFE 760-5685397 CA	\$144.96
09/19	09/20	PPLN01	24692163262102333595474	TYL*INDIO SERV FEE 972-713-3700 TX	\$8.18
09/19	09/20	PPLN01	24692163262102334155237	INDIOCA*MISC GOV 760-391-4115 CA	\$272.57
09/20	09/21	PPLN01	24692163263102943700257	SQ *UNIQUE BITE EATERY Indio CA	\$33.14
09/19	09/21	PPLN01	24269793263500586727213	KSC & SON CORPORATION - G INDIO CA	\$12.00
09/20	09/22	PPLN01	24943013264010184128844	THE HOME DEPOT #6874 INDIO CA	\$167.89
09/20	09/22	PPLN01	24692163264103452728928	ONO-067 (INDIO) INDIO CA	\$121.91
09/22	09/24	PPLN01	24121573266610172261278	RADWELL INTERNATIONAL 800-3324336 NJ	\$403.89
09/21	09/24	PPLN01	24755423265292658585579	ZORO TOOLS INC 855-2899676 IL	\$274.01
09/21	09/24	PPLN01	24943013265010179781309	THE HOME DEPOT #6874 INDIO CA	\$56.48

Cardholder Account Summary					
MIKE DURAN #### #### #### 6075		Payments & Other Credits \$0.00	Purchases & Other Charges \$711.31	Cash Advances \$0.00	Total Activity \$711.31

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/31	09/03	PPLN01	24000973244350911655549	PORTOLA HOTEL AND SPA MONTEREY CA	\$700.38
08/31	09/03	PPLN01	24000973244350911657099	PORTOLA HOTEL AND SPA MONTEREY CA	\$10.93

Cardholder Account Summary					
SCOTT SEAR #### #### #### 6109		Payments & Other Credits \$0.00	Purchases & Other Charges \$868.86	Cash Advances \$0.00	Total Activity \$868.86
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/02	09/03	PPLN01	24943003246898090187662	COSTCO GAS #0638 LA QUINTA CA	\$74.54
08/31	09/03	PPLN01	24034543244000076325146	ARCO #42924 AMPM BAKERSFIELD CA	\$98.87
08/31	09/03	PPLN01	24000973244350911657297	PORTOLA HOTEL AND SPA MONTEREY CA	\$689.45
08/31	09/03	PPLN01	24493983244694200260815	PARKING METERS (POM) 8316463953 CA	\$6.00

Cardholder Account Summary					
EDUARDO LUNA #### #### #### 9557		Payments & Other Credits \$0.00	Purchases & Other Charges \$130.32	Cash Advances \$0.00	Total Activity \$130.32
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/06	09/08	PPLN01	24941683250081298598519	REECE PLUMBING-2020 INDIO CA	\$31.57
09/26	09/28	PPLN01	24941683270081099662908	REECE PLUMBING-2020 INDIO CA	\$98.75

Cardholder Account Summary					
BRANDEN RODRIGUEZ #### #### #### 9565		Payments & Other Credits \$0.00	Purchases & Other Charges \$978.67	Cash Advances \$0.00	Total Activity \$978.67
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/31	09/01	PPLN01	24801973244690661894264	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$98.00
08/31	09/01	PPLN01	24801973244690661968589	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$221.00
08/31	09/01	PPLN01	24801973244690661985286	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$221.00
08/31	09/01	PPLN01	24801973244690662009367	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$221.00
09/20	09/20	PPLN01	24692163263102454074100	AMZN Mktp US*TX2TE0TH1 Amzn.com/bill WA	\$16.26
09/28	09/29	PPLN01	24692163271109305199432	SQ *TKB BAKERY & DELI gosq.com CA	\$201.41

Cardholder Account Summary					
HOLLY GOULD #### #### #### 7260		Payments & Other Credits \$0.00	Purchases & Other Charges \$9,666.79	Cash Advances \$0.00	Total Activity \$9,666.79
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/01	09/03	PPLN01	24692163244100289603097	AMZN Mktp US*TLOPU54J0 Amzn.com/bill WA	\$69.59
09/05	09/06	PPLN01	24226383249091000457562	WAL-MART #2181 INDIO CA	\$84.79
09/06	09/07	PPLN01	24943003250898000043800	COSTCO WHSE #0638 LA QUINTA CA	\$224.99
09/08	09/08	PPLN01	24692163251102880052468	PANERA BREAD #601254 O 760-564-3750 CA	\$702.64
09/07	09/08	PPLN01	24013393250000732178323	WATEREUSE ASSOCIATION 571-4455502 VA	\$1,150.00
09/12	09/13	PPLN01	24226383256360296429480	WAL-MART #2181 INDIO CA	\$35.36
09/13	09/14	PPLN01	24492153256852787133963	PAYPAL *CALPELRA 925-400-6320 CA	\$852.00
09/13	09/15	PPLN01	24388943257630124560183	GG *COACHELLA VALLEY H 503-5970395 CA	\$2,500.00
09/14	09/15	PPLN01	24906413257182737352597	QGV*College Of the Desert 760-7732561 CA	\$2,500.00
09/20	09/20	PPLN01	24692163263102538276663	AMZN Mktp US*TX9PV0SD0 Amzn.com/bill WA	\$31.51
09/20	09/21	PPLN01	24013393263002163127139	WATEREUSE ASSOCIATION 571-4455502 VA	\$675.00
09/26	09/26	PPLN01	24692163269107216881258	AMZN Mktp US*T12Y18XE0 Amzn.com/bill WA	\$141.36
09/26	09/27	PPLN01	24226383270091000871863	WAL-MART #2181 INDIO CA	\$54.55
09/27	09/28	PPLN01	24426293270027017433833	Caeconomy.org 916-491-0022 CA	\$300.00
09/27	09/28	PPLN01	24005943270300717249562	GOVERNMENT FINANCE OFFIC CHICAGO IL	\$345.00

Cardholder Account Summary					
ANNA BELL #### ## 7278		Payments & Other Credits \$0.00	Purchases & Other Charges \$430.06	Cash Advances \$0.00	Total Activity \$430.06

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/12	09/13	PPLN01	24116413256400630011723	FD *CA DMV VFC clover.com CA	\$1.00
09/12	09/13	PPLN01	24116413256400630011954	FD *CA DMV VFC clover.com CA	\$1.00
09/12	09/13	PPLN01	24116413256400010011723	FD *CA DMV VFC *SVC clover.com CA	\$0.02
09/12	09/13	PPLN01	24116413256400010011954	FD *CA DMV VFC *SVC clover.com CA	\$0.02
09/13	09/14	PPLN01	24113433257600178088294	The Webstaurant Store Inc 717-392-7472 PA	\$391.28
09/14	09/15	PPLN01	24692163257107771931807	AMZN Mktp US*TR5EO4VC1 Amzn.com/bill WA	\$18.90
09/14	09/15	PPLN01	24692163257108188276422	AMZN Mktp US*TX7OL8ZN2 Amzn.com/bill WA	\$17.84

Cardholder Account Summary					
JIMMY GARCIA #### ## 7450		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,104.04	Cash Advances \$0.00	Total Activity \$1,104.04

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/01	09/03	PPLN01	24999893244900012800056	SCELZI EQUIPMENT INC. 559-2375541 CA	\$337.89
09/05	09/06	PPLN01	24231683249837000073841	SMART AND FINAL 718 COACHELLA CA	\$253.45
09/14	09/17	PPLN01	24639233258900018852422	A.C. HOUSTON LUMBER INDIO INDIO CA	\$73.97
09/14	09/17	PPLN01	24692163258108858475659	THE HOME DEPOT 6874 INDIO CA	\$283.85
09/18	09/20	PPLN01	24943013262010179724393	THE HOME DEPOT #6874 INDIO CA	\$145.26
09/19	09/20	PPLN01	24355893262337398977098	VALLEY LOCK AND SAFE 760-5685397 CA	\$9.62

Cardholder Account Summary					
DAVE COMMONS #### ## 7327		Payments & Other Credits \$0.00	Purchases & Other Charges \$258.00	Cash Advances \$0.00	Total Activity \$258.00

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/02	09/03	PPLN01	24692163245101332622414	ONO-067 (INDIO) INDIO CA	\$20.30
09/01	09/03	PPLN01	24492153244852323418808	OWPSACSTATE 916-278-6142 CA	\$125.25
09/03	09/04	PPLN01	24492153246715013036438	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$19.99
09/06	09/07	PPLN01	24692163249101440075816	AMZN Mktp US*TL7Y31U2 Amzn.com/bill WA	\$9.78
09/12	09/13	PPLN01	24692163255106736517588	AMZN Mktp US*TR0WA69A2 Amzn.com/bill WA	\$10.86
09/15	09/17	PPLN01	24011343258000024673881	SP HOSEWAREHOUSE.COM HTTPSMURDOCKI OH	\$71.82

Cardholder Account Summary					
DEBRA CANERO #### ## 2806		Payments & Other Credits \$0.00	Purchases & Other Charges \$672.02	Cash Advances \$0.00	Total Activity \$672.02

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/31	09/03	PPLN01	24000973244350911655473	PORTOLA HOTEL AND SPA MONTEREY CA	\$672.02



Cardholder Account Summary					
JASON DAFFORN ### ## 7175		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,105.28	Cash Advances \$0.00	Total Activity \$1,105.28
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/31	09/01	PPLN01	24431063243400213806140	PALM SPRINGS AIRPORT PALM SPRINGS CA	\$80.00
08/30	09/01	PPLN01	24000973243344900156321	ROCKFISH HARBOR GRILL 831-3727562 CA	\$181.40
08/31	09/03	PPLN01	24000973244350911657255	PORTOLA HOTEL AND SPA MONTEREY CA	\$595.37
09/13	09/14	PPLN01	2449216325600034293417	GCVCC WWW.GCVCC.ORG CA	\$99.00
09/18	09/20	PPLN01	24687203262030020617288	LA CASITA MEXICAN GRILL # LA QUINTA CA	\$28.37
09/27	09/28	PPLN01	24755423270272703881655	HEIRLOOM CRAFT KITCHEN INDIO CA	\$109.87
09/28	09/29	PPLN01	24687203271027012831827	THE VINTAGE COFFEE HOUSE INDIO CA	\$11.27

**Additional Information About Your Account**  
 IT IS NOT NECESSARY TO MAIL YOUR PAYMENT. YOUR ACCOUNT WILL BE AUTOMATICALLY PAID THROUGH A DIRECT DEBIT OF YOUR CHECKING OR SAVINGS ACCOUNT ON 10/10/23 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$20706.38

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$20,706.38
<b>Cash</b>									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 29		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
<sup>1</sup> FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



**Valley Sanitary District**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING  
SEPTEMBER 30, 2023

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

There is no fiscal impact from this report.

**Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

**Background**

The adopted operating and capital budget for the fiscal year 2023/24 includes \$19,897,685 in revenues and \$18,622,894 in operating expenditures.

The attached Monthly Income Summary (Attachment A) and Budget Variance (Attachment B) report compare revenues and expenses to the respective line-item budgets. The report identifies current monthly revenues and expenses as well as fiscal year-to-date (FYTD) values.

## Year-to-Date Summary

- As of September 30, 2023, the District has recorded \$19,318,566 in revenue. The revenues are \$2,806,766 or 17.0% above the seasonal budget.
- As of September 30, 2023, the District has incurred \$3,695,952 in expenditures. The District's expenditures are \$959,771 or 20.6% under the FYTD straight-line budget.

The Summary of Cash and Investments (Attachment C) report details the changes to the fund balances by fund type.

<b>FUND</b>	<b>UNAUDITED FIND BALANCE AS OF 09/30/23</b>
OPERATING FUND (FUND 11)	\$22,504,105
SPECIAL REVENUE FUND (FUND 11 AND FUND 6)	1,071,666
FIDUCIARY FUND (FUND 4)	273,379
CAPITAL IMPROVEMENT FUND (FUND 13)	12,213,938
RESTRICTED CIP FUND (FUND 12)	27,729,651
<b>TOTAL</b>	<b>\$63,792,739</b>

## Recommendation

Approve the monthly financial report for the period ending September 30, 2023.

## Attachments

[7.4 Attachment A Monthly Income Summary - September 2023.pdf](#)

[7.4 Attachment B Budget Variance Report.pdf](#)

[7.4 Attachment C Summary of Cash and Cash Investments September 2023.pdf](#)

# Valley Sanitary District

## Monthly Income Summary

### September 2023 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
<b>Revenues</b>					
Sewer Service Chgs-Current	\$362,814	\$18,301,093	\$17,066,857	107 %	(\$1,234,236)
Sewer Service Chgs-Penalties	\$0	\$1,103	\$0	0 %	(\$1,103)
Permit & Inspection Fees	\$1,100	\$7,590	\$20,817	36 %	\$13,227
Saddles/Disconnect Fees	\$0	\$0	\$243	0 %	\$243
Plan Check Fees	\$150	\$1,200	\$8,800	14 %	\$7,600
Other Services	\$0	\$170	\$1,568	11 %	\$1,398
Sale of Surplus Property	\$0	\$0	\$21,274	0 %	\$21,274
Taxes - Current Secured	\$0	\$0	\$615,751	0 %	\$615,751
Taxes - Current Unsecured	\$0	\$0	\$37,592	0 %	\$37,592
Taxes - Prior Secured	\$0	\$0	\$8,168	0 %	\$8,168
Supple Prop. Taxes - Current	\$0	\$0	\$14,478	0 %	\$14,478
Supple Prop. Taxes - Prior	\$0	\$0	\$8,653	0 %	\$8,653
Homeowners Tax Relief	\$0	\$0	\$3,552	0 %	\$3,552
Interest Income	\$3,180	\$113,089	\$419,905	27 %	\$306,816
Unrealized gains (losses)	(\$5,538)	(\$4,437)	\$0	0 %	\$4,437
Rebate Income	\$0	\$0	\$2,278	0 %	\$2,278
Non-Operating Revenues - Fnd 11	\$2,600	\$9,501	\$28,876	33 %	\$19,375
Interest Income	\$0	\$442,944	\$622,164	71 %	\$179,220
Connection Fees	\$127,060	\$263,650	\$767,790	34 %	\$504,141
Interest Income	\$0	\$182,663	\$248,919	73 %	\$66,256
<b>Total Revenues</b>	<b>\$491,366</b>	<b>\$19,318,566</b>	<b>\$19,897,685</b>	<b>97 %</b>	<b>\$579,119</b>

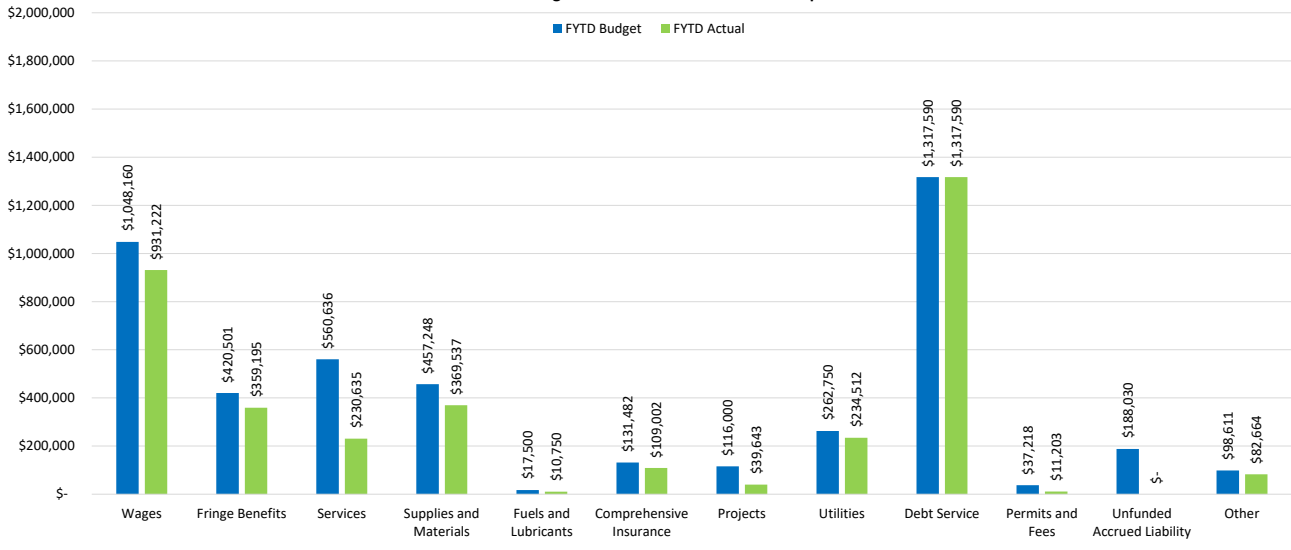
Valley Sanitary District  
Budget Variance Report  
September 2023

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY24 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Revenues:</b>								
Operating Revenue	17,887,349	491,124	450,533	40,592	18,574,805	16,009,216	2,565,589	-3.8%
Non-Operating Revenue	2,010,336	242	167,528	(167,286)	743,760	502,584	241,176	63.0%
<b>Total Operating Revenue</b>	<b>19,897,685</b>	<b>491,366</b>	<b>618,061</b>	<b>(126,694)</b>	<b>19,318,566</b>	<b>16,511,800</b>	<b>2,806,766</b>	<b>2.9%</b>
<b>Operating Expenses:</b>								
Salaries And Wages	3,934,350	305,298	327,863	22,564	881,823	983,588	101,765	77.6%
Director Fee/Payroll Tax-Board	113,400	4,500	9,450	4,950	13,500	28,350	14,850	88.1%
Bonus, Awards, Recertification	10,450	500	871	371	2,160	2,613	453	79.3%
Overtime	42,100	2,199	3,508	1,309	9,244	10,525	1,281	78.0%
Callout	25,000	8,232	2,083	(6,149)	9,054	6,250	(2,804)	63.8%
Standby Pay	67,339	5,468	5,612	144	15,441	16,835	1,394	77.1%
Longevity	46,700	3,508	3,892	384	10,431	11,675	1,244	77.7%
Retirement Contributions	430,527	31,471	35,877	4,407	92,939	107,632	14,692	78.4%
Fica And Medicare	381,004	24,032	31,750	7,719	69,876	95,251	25,375	81.7%
Life Insurance	8,580	751	715	(36)	2,057	2,145	88	76.0%
Health Insurance	738,840	54,942	61,570	6,628	166,472	184,710	18,238	77.5%
Dental Insurance	55,380	4,107	4,615	508	12,493	13,845	1,352	77.4%
Vision Insurance	8,601	642	717	74	1,951	2,150	199	77.3%
Long Term Disability	12,372	1,094	1,031	(63)	2,975	3,093	118	76.0%
Accounting Services-Admin	81,761	2,603	6,813	4,211	11,550	20,440	8,890	85.9%
Certifications	23,720	336	1,977	1,640	1,869	5,930	4,061	92.1%
Chemicals	700,000	52,306	58,333	6,028	171,837	175,000	3,163	75.5%
Comprehensive Insurance	437,563	29,669	36,464	6,795	89,007	109,391	20,384	79.7%
Conferences/ Meetings	210,455	8,649	17,538	8,889	40,936	52,614	11,677	80.5%
Contracts	1,763,359	64,563	146,947	82,383	167,007	440,840	273,833	90.5%
County Expense	23,100	-	1,925	1,925	(75)	5,775	5,850	100.3%
Covid-19 Supplies	11,000	-	917	917	381	2,750	2,369	96.5%
Electric	969,000	71,608	80,750	9,142	220,825	242,250	21,425	77.2%
Gas, Oil & Fuel	70,000	-	5,833	5,833	10,750	17,500	6,750	84.6%
Grit & Screening Removal	44,000	3,022	3,667	645	7,081	11,000	3,919	83.9%
Legal Services	85,000	6,509	7,083	574	16,864	21,250	4,386	80.2%
Debt Service	5,270,359	439,197	439,197	-	1,317,590	1,317,590	-	75.0%
Medical Services	3,843	2	320	318	2,537	961	(1,577)	34.0%
Memberships	65,268	2,956	5,439	2,483	19,045	16,317	(2,728)	70.8%
Misc. Professional Services	138,483	1,048	11,540	10,492	13,232	34,621	21,388	90.4%
Natural Gas	8,000	183	667	484	514	2,000	1,486	93.6%
Office Supplies	26,500	756	2,208	1,452	3,625	6,625	3,000	86.3%
Opeb Contribution	82,119	1,057	6,843	5,786	3,871	20,530	16,659	95.3%
Other Expenses	83,000	6,092	6,917	824	17,813	20,750	2,937	78.5%
Permits & Fees	125,770	1,280	10,481	9,201	11,278	31,443	20,164	91.0%
Projects	464,000	10,186	38,667	28,480	39,643	116,000	76,357	91.5%
Publications	3,500	-	292	292	394	875	482	88.8%
Repairs & Maintenance	699,170	62,965	58,264	(4,701)	141,839	174,793	32,953	79.7%
Research & Monitoring	101,500	1,025	8,458	7,433	5,235	25,375	20,140	94.8%
Supplies	262,820	15,264	21,902	6,638	44,364	65,705	21,341	83.1%
Telephone/Internet	37,934	2,774	3,161	387	9,460	9,484	23	75.1%
Tools & Equipment	28,000	954	2,333	1,379	2,255	7,000	4,745	91.9%
Tuition Reimbursement	12,000	-	1,000	1,000	3,000	3,000	-	75.0%
Uniform Services	46,543	1,645	3,879	2,233	5,720	11,636	5,916	87.7%
Unfunded Accrued Liability	752,121	-	62,677	62,677	-	188,030	188,030	100.0%
Water	30,000	1,830	2,500	670	6,092	7,500	1,408	79.7%
Workers Compensation	88,363	6,968	7,364	396	19,996	22,091	2,095	77.4%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>18,622,894</b>	<b>1,242,191</b>	<b>1,551,908</b>	<b>309,717</b>	<b>3,695,952</b>	<b>4,655,724</b>	<b>959,771</b>	<b>80.2%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>			<b>(750,825)</b>		<b>15,622,614</b>			

Valley Sanitary District  
Budget Variance Report  
September 2023

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY24 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages	4,192,639	326,197	349,387	23,189	931,222	1,048,160	116,938	77.8%
Fringe Benefits	1,682,004	120,547	140,167	19,620	359,195	420,501	61,306	78.6%
Services	2,242,542	80,202	186,879	106,677	230,635	560,636	330,001	89.7%
Supplies and Materials	1,828,990	133,269	152,416	19,146	369,537	457,248	87,711	79.8%
Fuels and Lubricants	70,000	-	5,833	5,833	10,750	17,500	6,750	84.6%
Comprehensive Insurance	525,926	36,636	43,827	7,191	109,002	131,482	22,479	79.3%
Projects	464,000	10,186	38,667	28,480	39,643	116,000	76,357	91.5%
Utilities	1,051,000	76,643	87,583	10,940	234,512	262,750	28,238	77.7%
Debt Service	5,270,359	439,197	439,197	-	1,317,590	1,317,590	-	75.0%
Permits and Fees	148,870	1,280	12,406	11,126	11,203	37,218	26,014	92.5%
Unfunded Accrued Liability	752,121	-	62,677	62,677	-	188,030	188,030	100.0%
Other	394,443	18,034	32,870	14,837	82,664	98,611	15,946	79.0%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>18,622,894</b>	<b>1,242,191</b>	<b>1,551,908</b>	<b>309,717</b>	<b>3,695,952</b>	<b>4,655,724</b>	<b>959,771</b>	<b>80.2%</b>
<b>Revenues:</b>								
Operating Revenue	17,887,349	491,124	450,533	40,592	18,574,805	16,009,216	2,565,589	-3.8%
Non-Operating Revenue	2,010,336	242	167,528	(167,286)	743,760	502,584	241,176	63.0%
<b>Total Revenue</b>	<b>19,897,685</b>	<b>491,366</b>	<b>618,061</b>	<b>(126,694)</b>	<b>19,318,566</b>	<b>16,511,800</b>	<b>2,806,766</b>	<b>2.9%</b>
<b>Net Operating Gain (Loss)</b>		<b>(750,825)</b>			<b>15,622,614</b>			

Fiscal Year to Date Budget vs. Fiscal Year to Date Actual September 2023



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

FOR THE PERIOD: 09/01/2023 TO 09/30/2023 (UNAUDITED)

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

**INVESTMENTS**

LAIF Fund 4 - Agency Fund		
Beginning Balance (Fund 4)	273,379	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2023	0	
Interest (Pd quarterly - Int. Rate 3.15%)	0	
<b>Fund 04 Ending Balance</b>		<u>273,379</u>
LAIF Fund 6 - Wastewater Revenue Refunding Bonds		
Beginning Balance (Fund 6)	766	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2023	0	
Interest (Pd quarterly - Int. Rate 3.15%)	0	
<b>Fund 06 Ending Balance</b>		<u>766</u>
LAIF Fund 10 - Recycled Water Project		
Beginning Balance (Fund 10)	0	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2023	0	
Interest (Pd quarterly - Int. Rate 3.15%)	0	
<b>Fund 10 Ending Balance</b>		<u>0</u>
LAIF Fund 11 - Operating Fund		
Beginning Balance (Fund 11)	20,772,398	
Net Transfer from (to) Fund 04	0	
Net Transfer from (to) Fund 06	0	
Net Transfer from (to) Fund 12	599,838	
Net Transfer from (to) Fund 13	53,525	
Fund Transfer from (to) LAIF - WF	(1,200,000)	
Fair Value Factor for quarter ending 06/30/2023	0	
Interest (Pd quarterly - Int. Rate 3.15%)	0	
<b>Fund 11 Ending Balance</b>		<u>20,225,761</u>
LAIF Fund 12 - Reserve Fund		
Beginning Balance (Fund 12)	28,329,489	
Net Transfer from (to) Fund 11	(599,838)	
Fair Value Factor for quarter ending 06/30/2023	0	
Interest (Pd quarterly - Int. Rate 3.15%)	0	
<b>Fund 12 Ending Balance</b>		<u>27,729,651</u>
LAIF Fund 13 - Capital Improvement Fund		
Beginning Balance	12,267,463	
Connection Fees	127,060	
(Disbursements) or Reimbursements	<u>(180,585)</u>	
Net Transfer from (to) Fund 11	(53,525)	
Fair Value Factor for quarter ending 06/30/2023	0	
Interest (Pd quarterly - Int. Rate 3.15%)	0	
<b>Fund 13 Ending Balance</b>		<u>12,213,938</u>
<b>TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13</b>		<u>60,443,495</u>

**CASH IN CHECKING ACCOUNT**

**WELLS FARGO - FUND 11**

Beginning Balance	2,313,681	
Deposits	337,068	
Fund Transfer from (to) LAIF (net)	1,200,000	
Disbursements and Payroll	<u>(1,572,405)</u>	
<b>Wells Fargo Ending Balance</b>		<u>2,278,344</u>

**CALTRUST - FUND 11**

Beginning Balance	1,073,258	
Interest Income	3,180	
Unrealized Gain / <Loss>	<u>(5,538)</u>	
<b>CalTRUST Ending Balance</b>		<u>1,070,900</u>

<b>TOTAL WELLS FARGO AND CALTRUST CHECKING</b>		<u>3,349,244</u>
<b>TOTAL CASH AND INVESTMENTS</b>		<u>63,792,738</u>

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

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





**Valley Sanitary District**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** MONTHLY INVESTMENT REPORT FOR THE PERIOD ENDING  
SEPTEMBER 30, 2023

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

There is no fiscal impact from this report.

**Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

**Background**

The District's Investment Policy has set primary goals of the portfolio management of safety, liquidity, and yield. This report is in compliance with California Government Code Section 53646 regarding the reporting of detailed information on all securities, investments, and monies of the District, as well as reporting of the market value of the investments held. All the investments contained within the portfolio are in full compliance with Government Code Section 53601 and the District's Investment Policy as to the types of investments allowed.

**Recommendation**

Receive and file the monthly investment report for the period ending September 30, 2023.

**Attachments**

[7.5 Attachment A Monthly Investment Report.pdf](#)

Valley Sanitary District  
Investment Report  
For the Month Ending September 30, 2023

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
<b>Cash and Cash Equivalents</b>					
Wells Fargo - Checking	\$ 2,278,344	\$ 2,278,344	0.00%	n/a	2.02%
State of California Local Agency Investment Fund (LAIF)	61,643,495	60,443,495	3.53%		53.57%

Description	Cost Value	Market Value	Market Yield to Maturity	Maturity Date	% of Portfolio
<b>Restricted Funds</b>					
CalTRUST					
Debt Service Reserve Fund -SWRCB Loan	1,073,258	1,070,900	5.44%	n/a	0.95%
<b>Funds Held by Fiscal Agents</b>					
TMI Trust Company					
Banc of America Public Capital Corp	49,040,002	49,040,002	4.70%	n/a	43.46%
<b>Total Investment Portfolio</b>	<b>\$ 114,035,098</b>	<b>\$ 112,832,741</b>			<b>100.00%</b>

Blended Yield of Cash and Investments	1.77%
---------------------------------------	-------

Benchmarks:	
LAIF	3.53%
CalTRUST	5.44%
Banc of America Public Capital Corp	4.70%

I hereby Certify that the investments are in compliance with the investment policy adopted by the Board of Directors. The investment portfolio provides sufficient funds to meet the budgeted expenditures over the next six (6) months. This report meets the requirements of Government Code Section 53646.

  
 Jeanette Juarez, Chief Administrative Officer

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
 P.O. Box 942809  
 Sacramento, CA 94209-0001  
 (916) 653-3001

October 12, 2023

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

VALLEY SANITARY DISTRICT

SECRETARY/TREASURER  
 45500 VAN BUREN  
 INDIO, CA 92201

[Tran Type Definitions](#)

Account Number: XXXXXXXXXX

September 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
9/7/2023	9/6/2023	RW	1738288	1698677	JEANETTE JUAREZ	-800,000.00
9/21/2023	9/20/2023	RW	1738769	1699158	JEANETTE JUAREZ	-400,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	61,643,494.68
Total Withdrawal:	-1,200,000.00	Ending Balance:	60,443,494.68



CalTRUST  
 PO Box 2709  
 Granite Bay, CA 95746  
 www.caltrust.org  
 Email: admin@caltrust.org  
 Fax: 402-963-9094  
 Phone: 833-CALTRUST (225-8787)

## Investment Account Summary

09/01/2023 through 09/30/2023

### SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Sep 30 (\$)	Value on Sep 30 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
VALLEY SANITARY DISTRICT	[REDACTED]					
CalTRUST Medium Term Fund	[REDACTED]	111,089.163	9.64	1,070,899.53	1,121,125.71	(50,226.18)
Portfolios Total value as of 09/30/2023				1,070,899.53		

### DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
CalTRUST Medium Term Fund		VALLEY SANITARY DISTRICT						
		Account Number: [REDACTED]						
Beginning Balance	09/01/2023			110,759.309	9.69	1,073,257.70		
Accrual Income Div Reinvestment	09/29/2023	3,179.79	329.854	111,089.163	9.64	1,070,899.53	0.00	0.00
Change in Value						(5,537.96)		
Closing Balance as of	Sep 30			111,089.163	9.64	1,070,899.53		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.



## Monthly Report

VALLEY SANITARY DISTRICT BANC OF  
AMERICA PUBLIC CAPITAL CORP

09/01/2023 to 09/30/2023

**Your Account Administrator is**



**Other Interested Party**

**Your Relationship Manager**

**Prepared by:** TMI TRUST COMPANY  
5901 PEACHTREE DUNWOODY RD  
SUITE C495  
ATLANTA, GA 30328  
  
(800) 241-5568

**Prepared for:**  
VALLEY SANITARY DISTRICT  
ATTN: BUSINESS SERVICES MANAGER  
45500 VAN BUREN STREET  
INDIO, CA 92201



**Summary of Activity**

<b>Portfolio Value on 08/31/2023</b>	<b>53,531,673.39</b>
Additions	0.00
Distributions	-4,705,996.25
Expenses	0.00
Unrealized Gains since Market Value of 08/31/2023	0.00
Dividends Received	214,324.90
Interest Received	0.00
Other Income Received	0.00
Management Fees	0.00
<b>Portfolio Value on 09/30/2023</b>	<b>49,040,002.04</b>

**Portfolio Allocation**

<b>Asset Class</b>	<b>Market Value</b>	<b>Book Value</b>	<b>Est. Annual Income</b>	<b>Current Yield</b>
CASH & EQUIVALENTS	49,040,002.04	49,040,002.04	2,304,880.10	4.70%
<b>Total</b>	<b>49,040,002.04</b>	<b>49,040,002.04</b>	<b>2,304,880.10</b>	<b>4.70%</b>



Trust Company  
Specialized Trust Services

REPORT OF ASSETS  
VALLEY SANITARY DISTRICT BANC OF  
AMERICA PUBLIC CAPITAL CORP  
ACCOUNT [REDACTED] AS OF 09/30/2023

==

	Units	Price	Market Value
<b>BANK ACCOUNTS</b>			
<b>MONEY MARKET FUNDS</b>			
1. GOLDMAN SACHS FS GOVERNMENT (FOSXX)	49,040,002.0400	1.0000	49,040,002.04
<b>TOTAL BANK ACCOUNTS</b>			<u>49,040,002.04</u>
	<b>TOTAL INVESTMENTS</b>		49,040,002.04
	*INCOME CASH ON HAND		0.00
	*PRINCIPAL CASH ON HAND		0.00
	<b>TOTAL ASSETS</b>		<u><u>49,040,002.04</u></u>



TOTAL CASH: 0.00

\* Income and principal cash are held in  
TMI BANK DEPOSIT SERIES IV





Trust Company  
Specialized Trust Services

REPORT OF INCOME CASH

VALLEY SANITARY DISTRICT BANC OF  
AMERICA PUBLIC CAPITAL CORP

ACCOUNT [REDACTED] FOR DATES 09/01/2023 TO 09/30/2023

BEGINNING BALANCE 0.00

NO TRANSACTIONS DURING THIS PERIOD

INCOME CASH BALANCE 0.00



REPORT OF PRINCIPAL CASH

VALLEY SANITARY DISTRICT BANC OF AMERICA PUBLIC CAPITAL CORP

ACCOUNT [REDACTED] FOR DATES 09/01/2023 TO 09/30/2023

**BEGINNING BALANCE**

**0.00**

~~~~~ PRINCIPAL CASH RECEIPTS ~~~~~

**1. ASSET SALES AND TRANSFERS**

Proceeds from Sale of Asset

GOLDMAN SACHS FS GOVERNMENT

09/28/2023 Sold 4,705,996.25 shares at 1.00

4,705,996.25

Purchased on 05/01/2009

No gain or loss

4,705,996.25

Total Proceeds from Sale of Asset

4,705,996.25

TOTAL ASSET SALES AND TRANSFERS

4,705,996.25

**TOTAL PRINCIPAL CASH RECEIPTS**

**4,705,996.25**

~~~~~ PRINCIPAL CASH DISBURSEMENTS ~~~~~

**2. DISTRIBUTION OF PRINCIPAL**

Distribution of Principal

09/28/2023 WIRE TO BANK OF AMERICA FOR SCHNEIDER

-1,839,680.36

ELECTRIC BUILDINGS AMERICAS INC

INVOICE 974943

Check # PNCWIR

09/28/2023 WIRE TO PACIFIC WESTERN BANK FOR

-8,620.40

LEIGHTON CONSULTING INC INVOICE 58708

Check # PNCWIR

09/28/2023 WIRE TO BANK OF AMERICA FOR SCHNEIDER

-2,857,695.49

ELECTRIC BUILDINGS AMERICAS INC

INVOICE 969170

Check # PNCWIR

Total Distribution of Principal

-4,705,996.25

TOTAL DISTRIBUTION OF PRINCIPAL

-4,705,996.25

**TOTAL PRINCIPAL CASH DISBURSEMENTS**

**-4,705,996.25**

**PRINCIPAL CASH BALANCE**

**0.00**



**Trust Company**  
Specialized Trust Services

**REPORT OF NON-CASH ENTRIES**

VALLEY SANITARY DISTRICT BANC OF  
AMERICA PUBLIC CAPITAL CORP

ACCOUNT [REDACTED] FOR DATES 09/01/2023 TO 09/30/2023

|                                     | Market Value      | Book Value        |
|-------------------------------------|-------------------|-------------------|
| <b>NON-CASH INCREASES</b>           |                   |                   |
| <b>1. DIVIDEND REINVESTMENT</b>     |                   |                   |
| Dividend Reinvestment               |                   |                   |
| GOLDMAN SACHS FS GOVERNMENT         |                   |                   |
| 09/01/2023 214,324.9 shares at 1.00 | 214,324.90        | 214,324.90        |
|                                     | <u>214,324.90</u> | <u>214,324.90</u> |
| Total Dividend Reinvestment         | 214,324.90        | 214,324.90        |
| TOTAL DIVIDEND REINVESTMENT         | 214,324.90        | 214,324.90        |
| <b>TOTAL NON-CASH INCREASES</b>     | <u>214,324.90</u> | <u>214,324.90</u> |



**Valley Sanitary District**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** James Mills, Operations Supervisor  
**SUBJECT:** AWARD OF CONTRACT FOR BULK CHEMICAL DELIVERY TO UNIVAR SOLUTIONS USA, INC. FOR A ONE-YEAR TERM PLUS TWO (2) OPTION YEARS WITH AN INITIAL COST FOR YEAR ONE IN AN AMOUNT NOT TO EXCEED \$551,335

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 3: Excellent Facilities

**Fiscal Impact**

The fiscal impact will be \$551,335 and this is within the current approved FY 23/24 budget.

**Environmental Review**

This does not qualify as a project for the purposes of CEQA.

**Background**

It is necessary to request competitive quotes from vendors, suppliers, and service providers to ensure that Valley Sanitary District receives the highest quality services at the best available rates. The Board of Directors and Staff have determined that a competitive process should be completed approximately every 3 years.

Staff prepared a Request for Proposals for bulk chemical services for the supply and delivery of 25% Sodium Bisulfite, 12.5% Sodium Hypochlorite, and 37-42% Ferric Chloride.

On August 15, 2023, a Request for Proposals (RFP) was issued through our online procurement portal OpenGov.

On September 14, 2023, three proposals were received by the posted deadline. The proposals were first evaluated to ensure that all the required information/documentation was properly submitted with the proposal. The properly submitted proposals were then sent to a panel for review and scoring. The proposals were evaluated on the following categories utilizing a 100-point scoring system:

1. Understanding of Project and Project Approach - 30%
2. Scope of Work and Schedule - 25%
3. Relevant Qualifications/Experience - 25%
4. Overall Quality of Proposal - 10%
5. Cost Evaluation - 10%

The proposals were ranked in order from one through three and the evaluations are summarized below:

| <b>Vendor</b>              | <b>Evaluator 1</b> | <b>Evaluator 2</b> | <b>Evaluator 3</b> |
|----------------------------|--------------------|--------------------|--------------------|
| Univar Solutions USA, Inc. | 81% (2)            | 89% (1)            | 90% (1)            |
| JCI Jones Chemicals, Inc.  | 83% (1)            | 75% (2)            | 61% (2)            |
| California Chemical        | 40% (3)            | 35% (3)            | 55% (3)            |

Based on the panel review and scoring, Univar Solutions USA, Inc. turned in the most complete and accurate proposal.

**Recommendation**

Staff recommends that the Board of Directors award a contract for bulk chemical delivery to Univar Solutions USA, Inc. for a one-year plus two (2) option years with an initial cost for year one in an amount not to exceed \$551,335.

**Attachments**

- [Chemical Delivery Evaluation Tabulation Report.pdf](#)
- [Univar Solutions.pdf](#)
- [JCI Jones Chemical.pdf](#)
- [California Chemical.pdf](#)



**EVALUATION TABULATION**  
RFP No. 2023-RFP-008  
SUPPLY AND DELIVERY OF BULK CHEMICALS

RESPONSE DEADLINE: September 14, 2023 at 4:00 pm

Monday, October 2, 2023

**VENDOR QUESTIONNAIRE PASS/FAIL**

| Question Title  | California Chemical | JCI Jones Chemicals Inc | SCS Engineers | USALCO, LLC |
|---|---------------------|-------------------------|---------------|-------------|
| Have you read and agreed to all Terms and Conditions? | Pass                | Pass                    | No Response   | No Response |
| Submit Proposal Document Here                         |                     | Pass                    | No Response   | No Response |

| Question Title  | Univar Solutions USA Inc. |
|---|---------------------------|
| Have you read and agreed to all Terms and Conditions? | Pass                      |
| Submit Proposal Document Here                         |                           |

**PHASE 1**

**EVALUATION CRITERIA**

| Criteria                                      | Scoring Method | Weight (Points)   |
|---|----------------|-------------------|
| Understanding of Project and Project Approach | Points Based   | 30 (30% of Total) |

| Criteria                   | Scoring Method | Weight (Points)   |
|----------------------------|----------------|-------------------|
| Scope of Work and Schedule | Points Based   | 25 (25% of Total) |

| Criteria                           | Scoring Method | Weight (Points)   |
|------------------------------------|----------------|-------------------|
| Relevant Qualifications/Experience | Points Based   | 25 (25% of Total) |

| Criteria                    | Scoring Method | Weight (Points)   |
|-----------------------------|----------------|-------------------|
| Overall Quality of Proposal | Points Based   | 10 (10% of Total) |

Description:

EVALUATION TABULATION  
RFP No. 2023-RFP-008  
SUPPLY AND DELIVERY OF BULK CHEMICALS

| Criteria        | Scoring Method | Weight (Points)   |
|-----------------|----------------|-------------------|
| Cost Evaluation | Points Based   | 10 (10% of Total) |

**AGGREGATE SCORES SUMMARY**

| Vendor                    | Evaluator 1 | Evaluator 2 | Evaluator 3 | Total Score   |
|---------------------------|-------------|-------------|-------------|---------------|
| Univar Solutions USA Inc. | 81% (2)     | 89% (1)     | 90% (1)     | <b>86.67%</b> |
| JCI Jones Chemicals Inc   | 83% (1)     | 75% (2)     | 61% (2)     | <b>73%</b>    |
| California Chemical       | 40% (3)     | 35% (3)     | 55% (3)     | <b>43.33%</b> |

| Vendor                    | Total Average Rank |
|---------------------------|--------------------|
| Univar Solutions USA Inc. | <b>1.33</b>        |
| JCI Jones Chemicals Inc   | <b>1.67</b>        |
| California Chemical       | <b>3</b>           |

**VENDOR SCORES BY EVALUATION CRITERIA**

| Vendor                    | Understanding of Project and Project Approach<br>Points Based 30 Points (30%) | Scope of Work and Schedule<br>Points Based 25 Points (25%) | Relevant Qualifications/Experience<br>Points Based 25 Points (25%) | Overall Quality of Proposal<br>Points Based 10 Points (10%) |
|---------------------------|---|--|--|---|
| Univar Solutions USA Inc. | 85.6%   | 90.7%  | 86.7%  | 86.7%   |
| JCI Jones Chemicals Inc   | 67.8%   | 74.7%  | 76%  | 76.7%   |
| California Chemical       | 38.9%   | 46.7%  | 46.7%  | 33.3%   |

| Vendor                    | Cost Evaluation<br>Points Based 10 Points (10%) | Total Score   |
|---------------------------|---|---------------|
| Univar Solutions USA Inc. | 80%   | <b>86.67%</b> |
| JCI Jones Chemicals Inc   | 73.3%   | <b>73%</b>    |
| California Chemical       | 50%   | <b>43.33%</b> |

Univar Solutions  
8201 S 212<sup>th</sup> St.  
Kent, WA 98032



Date September 6, 2023

Re **Supply and Delivery of Bulk Chemicals**

To whom it may concern,

Please find below Univar Solutions' cover letter for Valley Sanitary' s RFP.

### Company Information

1. Univar Solutions is headquartered in Downers Grove, IL with offices across the United States. In California, we have offices and representatives in Carson, Commerce, Fairfield, Fresno, Pittsburg, Redwood City, Santa Fe Springs, and Visalia.
2. Univar Solutions was established in the United States in 1924 (in business 97 years).
3. We are a leading global chemical and ingredient distributor and provider of value-added services to customers across a wide range of diverse industries. We purchase chemicals and ingredients from thousands of chemical producers worldwide to warehouse, repackage, blend, dilute, transport and sell those chemicals to more than 100,000 customer locations.
4. We operate an extensive worldwide chemical and ingredient distribution network, comprised of more than 600 facilities across 125 countries.
5. Our cybersecurity risks are managed by a layered cybersecurity strategy. Every element of the strategy is continually monitored and upgraded to address ever-evolving cybersecurity threats.

#### Boundary Defense

Univar Solutions has deployed Firewalls, Application Firewalls, Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS) and IP/URL filtering to monitor all network traffic flowing between the Internet and the enterprise network. These systems have alerting capability to notify IT personnel when critical events are detected.

Any device remotely connecting into the enterprise network must be a known/registered device that is managed by corporate IT standards using the standard connection practice. Any non-managed device authorized to connect remotely into the network requires a VPN connection and placed in a restricted network.

#### Vulnerabilities and Threat Protection

Automated vulnerabilities scans are performed across the network on a regular basis. The solutions used to perform the vulnerabilities scans are updated frequently to ensure the latest threats are identified. Any weaknesses found by the vulnerability scan are assessed to determine risk, priority, and mitigation actions. Workstations have security patches applied for the operating system and core applications on a frequent basis. Business Applications and server operating systems are patched regularly.

There are standard operating systems deployed across the enterprise that include security hardening. All workstations and servers are configured with malware protection programs which are updated on a frequent basis. Workstations have an additional layer of protection which monitors for malicious behavior.

#### Change Management



A key control IT has implemented is a formal process to review and authorize changes to IT systems and applications. All changes must be reviewed and approved prior to implementation. The team reviewing changes consist of technology and applications owners across IT. All changes must be authorized by IT leadership. The intent is to understand the potential impact and drive awareness across IT on planned changes. This provides an opportunity to coordinate changes across IT to minimize business interruption and notify the business if there is a planned service outage.

#### Disaster Recovery

Univar Solutions maintains an active secondary datacenter located in another state from the primary datacenter. A combination of asynchronous replication, full system restores, and log shipping is employed to meet recovery requirements. The defined recovery point objective (RPO) is 15 minutes, and the recovery time objective (RTO) is 4 hours. Annual tabletop reviews and bubble tests are performed. The primary and secondary data centers have equivalent capability and capacity to ensure there is no degradation in services and performance.

#### Incident and Problem Management

An enterprise incident and problem management system is implemented to record and track service interruptions. This system has built-in workflows to keep the user informed on the status along with escalation to assist with meeting published service levels agreements. This provides the foundation to develop metrics on incidents impacting in the environment.

The system also serves as a platform to handle common service requests provided by IT such as hardware, software, or security changes.

An incident management process exists to handle service interruptions impacting critical systems or a significant number of users. If executed, there is a structured process to engage the appropriate IT personnel to collaborate on resolving the incident. It includes notifying to the business on the service interruption and keeping them updated on the status.

#### Enterprise Risk Management

Cybersecurity risk is managed through the Enterprise Risk Management process. This risk is reviewed, tracked, and reported to executive leadership through a standard process on a regular basis.

6. Our cybersecurity program is rated as a 10; as would be expected for a company our size.

#### Chemical Supply

1. Univar Solutions is fully capable of providing chlorine, sodium bisulfite, and ferric chloride based on Valley Sanitary's estimated annual usage.
  - i. Chlorine we are able to provide volumes.
  - ii. We have plenty of supply of Sodium Bisulfite to supply the Dist. needs.
  - iii. We are able to supply the Ferric Chloride the Dist. needs to treat the water supply.
2. We are a distributor of chlorine, sodium bisulfite, and ferric chloride:
  - i. Our chlorine is sourced from multiple sources, Chemtrade, Oxy, Hasa & Westlake. We also partner with K2 Pure.
  - ii. Univar is a major marketer of Sodium Bisulfite in the U.S., we are partnered with suppliers including Sacramento Ag, Chevron, and imports. Univar sells sodium bisulfite in tank car, tank truck, Mini bulk, and packaged quantities. We utilize our own fleet of tank trucks and dedicated relationships with common carriers to make tank truck deliveries in California and

RFP #2023-RFP-008  
UNIVAR

throughout North America to our wide variety of portfolio customers including various municipalities.

iii. We partner with Kemira water for the ferric chloride supply.

3. Logistical Reliability: We utilize our own fleet of tank trucks and dedicated relationships with common carriers to make tank truck deliveries in California and throughout North America to our wide variety of portfolio customers including various municipalities.

4. We do have a fleet of drivers handling our deliveries, but we also utilize the drivers of commercial carriers for deliveries to ensure on time delivery.

5. We supply many municipal water agencies:

i. Chlorine municipal customers (Western US)

1. City and County of San Francisco (San Francisco Bay Area)
2. East Bay Mud (San Francisco Bay Area)
3. BACC
4. NBACP
5. City of Riverside, CA

ii. Top 5 municipal caustic soda customers (Western US):

1. BACC (Bay Area Chemical Consortium-San Francisco Bay Area)
2. NBACP (North Bay Chemical Pool-San Francisco Bay Area)
3. City and County of San Francisco
4. LA County Sanitation District
5. Metropolitan Water District (Salt Lake City)

6. Dedicated Support Team will be the Los Angeles team will be servicing your account.

Cynthia Aleman Guerrero - Customer Service Representative -  
[cynthia.alemanguerrero@univarsolutions.com](mailto:cynthia.alemanguerrero@univarsolutions.com) 323-837-7029

Elio Limonchi - Local Account Manager - [elio.limonchi@univarsolutions.com](mailto:elio.limonchi@univarsolutions.com)  
619-241-1382

Jennifer Perras - Sr. Municipal Bid Specialist – [jennifer.perras@univarsolutions.com](mailto:jennifer.perras@univarsolutions.com)  
253-872-5040

Jack Kenney - Sales Manager Los Angeles/Water - [jack.kenney@univarsolutions.com](mailto:jack.kenney@univarsolutions.com)  
323-477-4884

Clay Kussler - General Manager Los Angeles – [clay.kussler@univarsolutions.com](mailto:clay.kussler@univarsolutions.com)

Joe Stanaway - Western Region Vice President – [joe.stanaway@univarsolutions.com](mailto:joe.stanaway@univarsolutions.com)

7. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to VSD in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.

RFP #2023-RFP-008  
UNIVAR

Sincerely,



Jennifer Perras  
Sr. Municipal Bid Specialist

**Please Note:** Seller shall indemnify Buyer for losses to the extent caused by Seller's negligence or breach of contract. Neither party is liable for incidental or consequential damages. Seller's liability is limited to the purchase price of the goods. SELLER MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

**Please Note:** Cooperative Purchasing/Contract Piggy-Back Clauses: Unless otherwise checked "yes" within the attached offer, it is Univar's standard policy NOT to agree to/participate in Cooperative Purchasing but rather to work with each individual agency and reach a pricing agreement that is based on their needs and is advantageous for both parties. Unless otherwise noted within the attached offer – pricing within is only applicable for the locations (and any potential locations) listed within these bid documents.

**Please Note:** Where applicable, any State, Federal or other appropriate taxes and/or the California Mill Assessment will appear as separate line items on any invoices from Univar. If Univar's offer (pricing) was inclusive of these charges – they will be backed out of the "product" line item and shown as their own line item(s) at the time of billing.

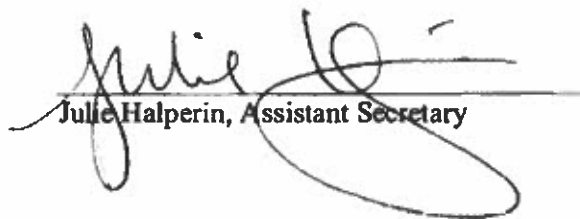
**CERTIFICATE OF ASSISTANT SECRETARY**

I, Julie Halperin, hereby certify that:

1. I am the duly elected, qualified and acting Assistant Secretary of Univar Solutions USA Inc., a Washington corporation (the "Company"), and am a custodian of the corporate records of the Company and am familiar with the matters herein certified.
2. The below list of persons are authorized to execute, for and on behalf of the Company, written municipal bids or municipal proposals for the sale of other disposition of products up to \$2.5 million handled by the Company.

- Shawnasey McCarthy- Municipal Commercial Manager
- Victoria Meakim - Municipal Specialist
- Roise Holiday- Municipal Specialist
- Jennifer Perras - Municipal Specialist
- Shelley Stevens - Municipal Specialist
- Stacy Ziegler- Municipal Specialist
- Raven Claudio - Municipal Specialist
- Ileana Caballero – Municipal Specialist

IN WITENESS WHEREOF, I have executed this Certificate of Assistant Secretary of the Company this 14<sup>th</sup> day of February 2023.

  
Julie Halperin, Assistant Secretary

State of Illinois )

)

County of DuPage )

This Certificate of Secretary was signed and sworn to before me on this 14<sup>th</sup> day of February 2023 by Julie Halperin, Assistant Secretary of Univar Solutions USA Inc.



Sanema Gorodetsky  
Notary Public  
My commission expires July 25, 2026

Seal



Univar Solutions USA Inc.  
2600 S Garfield Avenue  
Commerce, CA 90040



T 323-727-7005  
F 323-837-7100  
www.univar.com

## GENERAL INFORMATION

### Regular Office Hours during which orders may be placed:

Monday – Friday 7:00 am – 5:30 pm (PST)

### In case of an emergency during non-business hours:

For Non-Chemical Emergencies:

After-hours emergency pager – 24-hour response: 562-944-7244 for emergencies only.

For Chemical Related Emergencies:

ChemTrec: (800) 424-9300

### Names, telephone/FAX numbers of those responsible for taking orders and initiating delivery:

Office Phone: (800) 201-4439

Office Fax: (323) 837-7100

Email Orders – [CustSvc-LA@UnivarSolutions.com](mailto:CustSvc-LA@UnivarSolutions.com)

Tom DeLong - District Administrative Manager

Aaron Cervantes – Planning Manager

Clay Kussler - General Manager

[thomas.delong@univarsolutions.com](mailto:thomas.delong@univarsolutions.com)

[Aaron.Cebrvantes@univarsolutions.com](mailto:Aaron.Cebrvantes@univarsolutions.com)

[clay.kussler@univarsolutions.com](mailto:clay.kussler@univarsolutions.com)

### Sales Contact:

Elio Limonchi

Sales Account Manager

Phone: (619) 241-1382

[Elio.Limonchi@univarsolutions.com](mailto:Elio.Limonchi@univarsolutions.com)

### For anything pertaining to bids:

Please send all bid packets/documents to:

(Unless otherwise specified)

Univar USA Inc.

Attn: WER Muni Team

8201 S. 212<sup>th</sup>

Kent, WA 98032-1994

Contacts: [muniteam-west@univarsolutions.com](mailto:muniteam-west@univarsolutions.com)

Jennifer Perras

Municipal Specialist

Phone: (253) 872-5040

Fax: (253) 872-5041

[jennifer.perras@univarsolutions.com](mailto:jennifer.perras@univarsolutions.com)

Roise Holiday

Municipal Specialist

(253) 872-5068

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Stacy Ziegler

Municipal Specialist

(253) 872-5023

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Shawnasey McCarthy  
Municipal Commercial Manager  
Phone: (253) 872-5052  
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[shawnasey.mccarthy@univarsolutions.com](mailto:shawnasey.mccarthy@univarsolutions.com)

**Remittance Address:**

Univar Solutions USA Inc.  
62190 Collections Center Drive  
Chicago, IL 60693-0621  
Please include remit information

**Standard Payment Terms:**

Net 30 days



## Mission Statement

*Univar sets out to be the preferred quality partner for the distribution of chemicals and services. We combine economic success with social and environmental responsibility.*

## Vision Statement

*Be the benchmark of excellence.*

## Quality Policy

*Univar USA Inc. is committed to the success of our customers and supplier/partners by providing value-added products and services that consistently meet requirements. In the spirit of innovation, management encourages full employee participation in the continuous review and improvement of Univar's business processes and its total quality process.*

## Statement of Core Values

- *Safety: Safety is the first priority, the most important aspect of our work.*
- *Continuous Improvement: We will improve results for all our stakeholders by doing the right things better every time.*
- *Employees: We respect and value every employee and are committed to support and develop each other personally and professionally.*
- *Environment: We are committed to protecting the health and well being of our employees, our customers, the community and the environment.*
- *Ethics: We treat every individual in our business and personal practices ethically with integrity and honesty.*
- *Leadership: Each of us strives to lead and motivate by example and consistently live up to these core values. We coach, train, develop and empower employees to reach their full potential.*



**Univar Solutions USA Inc.  
Supplier Information  
Company Overview**

Univar is a leading global distributor of industrial and specialty chemicals, with an extensive network of over 260 distribution facilities in North America, Europe, the Asia-Pacific region, and Latin America, and additional sales offices in Eastern Europe, the Middle East, and Africa.

We serve over 115,000 customers in more than 115 countries, representing nearly every major industry and a highly diverse set of end markets.

We source chemicals from more than 3,500 producers, including the premier global chemical manufacturers, and distribute more than 4,500 chemical products in over 110,000 stock keeping units.

In addition to our vast product offering, we provide important value-added services for our customers and suppliers, including:

- Product availability and inventory management
- Product specification and technical expertise
- Blending and mixing
- Repackaging and labeling
- Just-in-time delivery
- Vendor rationalization programs
- Waste management

Our scale, geographic reach, diversified distribution channels, industry expertise, and comprehensive product portfolio enable us to develop strong, long-term relationships with our suppliers and to provide a single-source solution for our customers.

As a world leader in chemical distribution, Univar is committed to being a responsible corporate citizen with a global focus on safety, health, the environment, and sustainability.



## **Univar Solutions USA Inc. Quality Assurance Statement**

Univar USA Inc. ("Univar") offers this statement in regards to those quality measures it takes to provide quality products to you, its customer.

- Univar provides products that meet the manufacturer's specifications.
- Univar retains packaging samples and quality-related documents in accordance with its record retention program, which specifically calls for the retention of FDA regulated samples, and quality-related documents for three (3) years and EP samples and quality-related documents for six (6) years.
- Under Univar's Management of Change process, Univar forwards notices from a product's manufacturer related to ingredients, changes in processing sites, and manufacturing processes in a timely manner.
- Univar has a formalized recall process and provides notice of any known recalls or other matters that come to its attention that may directly or indirectly impact a product.
- Univar's quality control, employee training, and Safety, Health & Environmental programs meet industry standards.
- Univar develops, and maintains operational plans to meet, all federal, state, and local laws, rules, and regulations related to the packaging, storing, and distribution of products.
- Univar has facilities in the U.S. that are ISO 9001:2008 registered, including Univar's corporate office.
- Univar's facilities that handle FDA regulated product meet FDA cGMP standards.
- Univar's computer systems maintain various security controls to ensure proper management of information.

For food grade and pharmaceutical grade products:

- Univar treats FDA products under cGMP standards.
- Univar maintains strict laboratory controls, including Out of Specification ("OOS").
- Univar has a formal complaint process for all FDA regulated products.
- Univar performs bi-annual audits on its food grade packaging facilities to ensure quality and safety.
- Univar FDA packaging facilities and processes meet 21 CFR Part 210.
- Univar packages, stores, and transports under cGMP standards.
- Univar provides a Certificate of Analysis ("COA") with each shipment.
- Univar performs stability testing on all FDA Univar-packaged products.
- Univar maintains master files and individual batch files for all lots of FDA Univar-packaged products allowing full traceability.
- Univar assigns unique lot numbers and sequential numbers to its FDA Univar-packaged products.

Univar USA Inc



**Univar Solutions USA Inc.  
Delivery & Supply Assurance**

In the event of an emergency situation such as a hurricane or other natural disaster, Univar's municipal water and wastewater accounts are given priority service over industrial customers.

Univar USA, Inc., has 124 locations across the US with thousands of trucks, 39 million gallons of bulk storage and over 10 million square feet of warehouse storage.

Our trucks are equipped with power and do not need electricity to deliver.

Our drivers are trained each year in spill control and containment, hazardous communication and modules of the Hazardous Waste Operations and Emergency Response Standard (HAZWOPER).

REQUEST FOR PROPOSAL  
2023-RFP-008  
SUPPLY AND DELIVERY OF BULK CHEMICALS

Valley Sanitary District  
45500 Van Buren Street  
Indio, CA 92201



RELEASE DATE: August 15, 2023

DEADLINE FOR QUESTIONS: August 29, 2023

RESPONSE DEADLINE: September 14, 2023, 4:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/valley-sanitary>

Valley Sanitary District  
REQUEST FOR PROPOSAL  
SUPPLY AND DELIVERY OF BULK CHEMICALS

I. INTRODUCTION.....

II. INSTRUCTIONS TO PROPOSERS .....

III. Evaluation Phases .....

IV. Scope of Work .....

V. Pricing Proposal .....

VI. Vendor Questionnaire.....

Attachments:

A - VSD SAMPLE CONTRACT

B - SOW Supply and Delivery of Bulk Chemicals

## 1. INTRODUCTION

### 1.1. Summary

VSD has prepared this Request for Proposals (“RFP”) and is requesting proposals from qualified and interested firms (“Proposers”). Supply and Delivery of Bulk Chemicals. It is required that bulk chemicals be furnished and delivered as specified, F.O.B., all in accordance with specifications. (the “Project”), RFP NO. 2023-RFP-008 Title: SUPPLY AND DELIVERY OF BULK CHEMICALS

The District is seeking services for the supply and delivery of 25% Sodium Bisulfite, 12.5% Sodium Hypochlorite, and 37-42% Ferric Chloride. The quantities indicated in Exhibit A are estimates based on the best information available.

### 1.2. Background

The Valley Sanitary District (“VSD”) is in the Coachella Valley about 20 miles southwest of the Palm Springs airport. VSD is a wastewater district, founded in 1925, operating under the Sanitary District Act of 1923. VSD has over 28,000 service connections in a 19.5 square mile service area serving a population of about 89,000 in the communities of Indio, Coachella, La Quinta, and unincorporated Riverside County. VSD is governed by a five-member Board of Directors and led by a senior management team comprised of a General Manager, District Engineer, Chief Operations Officer, and Chief Administrative Officer.

### 1.3. Contact Information

**Project Contact:**

**Holly Gould**

Clerk of the Board

45500 Van Buren St.

Indio, CA 92201

Email: [hevans@valley-sanitary.org](mailto:hevans@valley-sanitary.org)

Phone:  [\(760\) 238-5400 Ext: 135](tel:(760)238-5400)

**Procurement Contact:**

**Branden Rodriguez**

Administrative Assistant

45500 Van Buren St

Indio, CA 92201

Email: [brodriguez@valley-sanitary.org](mailto:brodriguez@valley-sanitary.org)

Phone:  [\(760\) 238-5400](tel:(760)238-5400)

**Department:**

Operations

1.4. Timeline

|  |                            |
|--|----------------------------|
| <b>Release Project Date</b>                | August 15, 2023            |
| <b>Question Submission Deadline</b>        | August 29, 2023, 4:00pm    |
| <b>Question Response Deadline</b>          | August 31, 2023, 4:00pm    |
| <b>Proposal Submission Deadline</b>        | September 14, 2023, 4:00pm |
| <b>Authorization to Negotiate Contract</b> | October 16, 2023           |

## 2. INSTRUCTIONS TO PROPOSERS

### 2.1. SCOPE OF SERVICES; PROFESSIONAL SERVICES AGREEMENT

The scope of services (“Services”) sought under this RFP are set forth in more detail in Exhibit “A”, attached hereto and incorporated herein by this reference.

Notwithstanding the inclusion of such Services in the RFP, the final scope of Services negotiated between VSD and the successful Proposer shall be set forth in the Professional Services Agreement (“Agreement”) executed by and between VSD and the successful Proposer. A copy of the Agreement is attached hereto as Exhibit “B” and incorporated herein by this reference.

### 2.2. VSD CONTACT

The principal contact for VSD will be Holly Gould, Clerk of the Board, (760) 238-5400 Ext: 135, hevans@valley-sanitary.org or a designated representative, who will coordinate the assistance to be provided by VSD to the Proposer. No other members of VSD’s staff or VSD’s Board should be contacted about this procurement during the RFP process. Any and all inquiries and comments regarding this RFP must be communicated in writing, unless otherwise instructed by VSD. VSD may, in its sole discretion, disqualify any Proposer who engages in any prohibited communications.

### 2.3. REQUESTS FOR CLARIFICATION

All questions, requests for interpretations or clarifications, either administrative or technical must be requested in writing and directed to VSD via the District's [eProcurement Portal](#) Q&A feature. All written questions, if answered, will be answered in writing, conveyed to all interested firms, and posted on VSD’s eProcurement Portal. Oral statements by any persons should be considered unverified information unless confirmed in writing. To ensure a response, questions must be received in writing by 4:00 pm local time on Tuesday, August 29, 2023.

### 2.4. PROPOSAL REQUIREMENTS

Proposal responses must adhere to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or the inclusion of conditions, limitations or misrepresentations may be cause for rejection of the submittal. Utilize font size large enough to be easily legible, but not smaller than 10 point.

The proposal must be submitted via VSD's [eProcurement Portal](#).

**A. Cover Letter. Provide a cover letter and introduction, including the name and address of the organization and individual submitting the proposal, together with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to represent the organization, and an expression of the Proposer’s ability and desire to meet the requirements of this RFP. The letter must be signed by an individual authorized to bind the firm contractually.**

**B. Proposer Statement Of Qualifications. Describe the Proposer’s resources, experience, and capabilities as they relate to providing the Services. Submit in the order identified below:**

**1. Executive Summary. An executive summary should briefly describe the Proposer’s qualifications**

and ability to perform the Services.

**2. Qualifications and Experience.** The proposal should:

**a. Provide a description of how the Proposer's experience, technical and professional skills will meet the goals and fulfill the general functions identified in this RFP.**

**b. Any key staff members who would be involved in the performance of the scope of work. Provide their resumes, describe their experience, and identify their proposed role for the Project.**

**c. State the number of years the firm has conducted business.**

**d. Provide a description of the three most relevant contracts held within the last five years.**

**3. Evidence Of California Licensing.** The proposal should include appropriate documentation showing the Proposer is properly licensed in the State of California to perform the Services requested in the scope of work.

**4. References.** The Proposer shall provide a minimum of four (4) client references, preferably city, county, or special district governments for whom the Proposer has previously performed services of similar type and scope within the last 5 years.

**5. Subcontractors.** The Proposer shall identify functions that are likely to be subcontracted and identify the subcontractor that is anticipated to perform each function, if known at this time.

**C. Proposed Method to Accomplish the Work.** Describe the technical and management approach to providing the Services to VSD. Proposer should take into account the scope of the Project, goals of VSD, and general functions required. Include a draft schedule of tasks, milestones, and deliverables that will provide for timely provision of the Project. In reviewing the scope of work, the Proposer may identify additional necessary tasks and is invited to bring these to VSD's attention within the discussion of its proposed method to accomplish the Project.

**D. Certification of Proposal.** This section shall state: "The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to VSD in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP."

**E. Sealed Fee Proposal.** Please provide a lump sum, not-to-exceed fee proposal for the Project. The fee proposal shall be broken down by task and further broken down by staff, subconsultant costs, and expenses for each task. The fee proposal shall include hourly rates for all personnel.

## 2.5. PROPOSAL CONSIDERATIONS

**A. No Deviations from the RFP.** In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the Agreement attached hereto as Exhibit "B". If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the proposed Agreement and, in particular, the insurance and indemnification provisions therein.

**B. Collusion.** By submitting a Proposal, each Proposer represents and warrants that its Proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly or indirectly induced or solicited any other person to submit a sham Proposal, or any other person to refrain from submitting a Proposal; and that the Proposer has not, in any manner, sought collusion to secure any improper advantage over any other person submitting a Proposal.

**C. Conflicts of Interest.** Proposers shall comply with all regulations and laws dealing with conflict of interest disclosure and reporting. Proposers shall not be engaged if a conflict of interest exists.



**D. Withdrawal of Proposals.** A Proposer may withdraw its proposal before the expiration of the time for submission of proposals by notifying and requesting VSD's representative remove the Proposer's submission.

**E. Financial Health and Reputation.** VSD reserves the right to consider the financial responsibility and general complexity of each Proposer, as well as its reputation within the industry to determine if the Proposer has the apparent ability to meet and complete successfully the requirements of the work. Upon request, the Proposer shall provide a financial statement, audited if necessary, in addition to any other information requested by VSD.

**F. Confidentiality of Proposal.** Proposals submitted in response to this RFP shall be held confidential by VSD and shall not be subject to disclosure under the California Public Records Act (Cal. Government Code section 6250 et seq.) until after either VSD and the successful Proposer have completed negotiations and entered into an Agreement or VSD has rejected all proposals. All correspondence with VSD including responses to this RFP will become the exclusive property of VSD and will become public records under the California Public Records Act. VSD will have no liability to the Proposer or other party as a result of any public disclosure of any proposal or the Agreement. If a Proposer desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the Proposer must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a Proposer submits trade secret information, the Proposer must plainly mark the information as "Trade Secret" and refer to the appropriate section of the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary" ("Proprietary Information"), VSD will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. Proposer shall have five (5) working days after receipt of such notice to give VSD written notice of Proposer's objection to VSD's release of Proprietary Information. Proposer shall indemnify, defend and hold harmless VSD, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. Proposals which indiscriminately identify all or most of the proposal as exempt from disclosure without justification may be deemed unresponsive and disqualified from further participation in this RFP.

## 2.6. EVALUATION CRITERIA

The proposal evaluation criteria include:

- Understanding of project and project approach
- Scope of work and schedule
- Relevant qualifications/experience
- Overall quality of proposal
- Cost evaluation

During the evaluation process, VSD reserves the right, where it may serve VSD's best interest, to request additional information or clarifications from Proposers, or to allow corrections of errors or omissions. Proposers may be invited to make an oral presentation.

The contract, if awarded, shall be to the most qualified Proposer, which submits the proposal that, in the sole judgment of VSD, is in the best interest of VSD.

Upon selection of a Proposer, VSD will endeavor to negotiate a mutually agreeable agreement with the

selected Proposer. In the event that VSD is unable to reach agreement, VSD will proceed, at its sole discretion, to negotiate with the next Proposer selected by VSD. VSD reserves the right to contract for services in the manner that most benefits VSD including awarding more than one (1) contract if desired. After negotiating a proposed Agreement that is fair and reasonable, VSD staff will make the final recommendation to VSD Board concerning the proposed Agreement. VSD Board has the final authority to approve or reject the Agreement.

## 2.7. SITE EXAMINATION

Proposers must examine the site and become acquainted with all conditions affecting the work. In submitting a Proposal, Proposers warrant that they have made such site examination as they deem necessary to determine the condition of the site, its accessibility to materials, workmen and equipment, and to determine the proposer's ability to protect existing surface and subsurface improvements. Proposers shall also familiarize themselves with all federal, state and local laws, ordinances, rules, regulations, and codes affecting the performance of the work; make such investigations, as it may deem necessary for performance of the Services at its proposal price within the terms of the Agreement; and correlate its observations, investigations, and determinations with the requirements of the Agreement.

## 2.8. SUBMITTAL INSTRUCTIONS

The proposal must be received no later than 4:00 pm local time, on or before Thursday, September 14, 2023 via VSD's [eProcurement Portal](#).

VSD will not be responsible for proposals that are delinquent, incorrectly submitted, or physically submitted to VSD. Proposals submitted after the stipulated deadline will not be accepted by VSD's eProcurement Portal. Please note that mailed, hand-delivered, faxed, or emailed proposals will not be accepted.

## 2.9. PROTESTS

A. Protest Contents. Protests based on the content of the RFP shall be submitted to VSD no later than ten (10) calendar days prior to the scheduled proposal submittal deadline. If necessary, the proposal submittal deadline may be extended pending a resolution of the protest. Proposer may protest a contract award if the Proposer believes that the award was inconsistent with VSD policy or this RFP is not in compliance with law. A protest must be filed in writing with VSD (email is not acceptable) within five (5) business days after receipt of notification of the intended contract award. Any protest submitted after 5 p.m. of the fifth business day after notification of the intended contract award will be rejected by VSD as invalid and the Proposer's failure to timely file a protest will waive the Proposer's right to protest the contract award. The Proposer's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, address and telephone number of the person representing the Proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.

B. VSD Review. VSD will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. VSD shall provide the Proposer submitting the protest with a written statement concurring with or denying the protest. Action by VSD relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this section are mandatory and are the Proposer's sole and exclusive remedy in the event of protest. Failure to comply

with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

## 2.10. ADDENDA

VSD reserves the right to revise the RFP prior to the time set to receive proposals. Revisions, if any, shall be made by written addenda via VSD's [eProcurement Portal](#). All addenda issued by VSD shall be included in the proposal and made part of the RFP. Each Proposer shall leave with VSD its name, and e-mail address for the purpose of receiving Addenda. Notices of addenda will be sent to all subscribed bidders following this project, and posted via VSD's eProcurement Portal. Proposers are responsible for ensuring that they have received any and all addenda. Each Proposer should monitor the project via the eProcurement Portal to verify that it has received all addenda issued, if any, prior to the bid opening. Failure to acknowledge receipt of all addenda via VSD's eProcurement Portal may result in bid rejection.

## 2.11. GENERAL CONDITIONS

A. Amendments to Proposals. Unless specifically requested by VSD, no amendment, addendum or modification will be accepted after a proposal has been submitted to VSD. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted via VSD's [eProcurement Portal](#) prior to the deadline stated herein for receiving proposals.

B. Non-Responsive Proposals. A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.

C. Costs for Preparing. VSD will not compensate any Proposer for the cost of preparing any proposal, and all materials submitted with a proposal shall become the property of VSD. VSD will retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.

D. Cancellation. VSD reserves the right to cancel this request for proposals at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other associated marketing costs.

E. Price Validity. Prices provided by Proposers are valid for 90 days from the proposal due date. VSD intends to award the contract within this time but may request an extension from the Proposers to hold pricing, until negotiations are complete and the contract is awarded.

F. No Commitment to Award. Issuance of request for proposals and receipt of proposals does not commit VSD to award a contract. VSD expressly reserves the right to postpone the proposal for its own convenience, to accept or reject any or all proposals received, to negotiate with more than one Proposer concurrently, or to cancel all or part of this request for proposals.

G. Right to Negotiate and/or Reject Proposals. VSD reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of VSD, such action shall serve its best interests and those of the tax-paying public. The Agreement, if any is awarded, will go to the Proposer whose proposal best meets VSD's requirements.

### 3. EVALUATION PHASES

During the evaluation process, VSD reserves the right, where it may serve VSD's best interest, to request additional information or clarifications from Proposers, or to allow corrections of errors or omissions. Proposers may be invited to make an oral presentation.

The contract, if awarded, shall be to the most qualified Proposer, which submits the proposal that, in the sole judgment of VSD, is in the best interest of VSD.

Upon selection of a Proposer, VSD will endeavor to negotiate a mutually agreeable agreement with the selected Proposer. In the event that VSD is unable to reach agreement, VSD will proceed, at its sole discretion, to negotiate with the next Proposer selected by VSD. VSD reserves the right to contract for services in the manner that most benefits VSD including awarding more than one (1) contract if desired.

After negotiating a proposed Agreement that is fair and reasonable, VSD staff will make the final recommendation to VSD Board concerning the proposed Agreement. VSD Board has the final authority to approve or reject the Agreement.

| No. | Evaluation Criteria                                  | Scoring Method | Weight (Points)             |
|-----|--|----------------|-----------------------------|
| 1.  | <b>Understanding of Project and Project Approach</b> | Points Based   | 30<br><i>(30% of Total)</i> |
| 2.  | <b>Scope of Work and Schedule</b>                    | Points Based   | 25<br><i>(25% of Total)</i> |
| 3.  | <b>Relevant Qualifications/Experience</b>            | Points Based   | 25<br><i>(25% of Total)</i> |
| 4.  | <b>Overall Quality of Proposal</b>                   | Points Based   | 10<br><i>(10% of Total)</i> |
| 5.  | <b>Cost Evaluation</b>                               | Points Based   | 10<br><i>(10% of Total)</i> |

## 4. SCOPE OF WORK

### 4.1. Scope of Work Supply and Delivery of Bulk Chemicals

#### 1. SPECIFIC REQUIREMENTS

##### 1.1. GENERAL

Valley Sanitary District (VSD) is seeking competitive bids for the supply and delivery of bulk chemicals. It is required that bulk chemicals be furnished and delivered as specified, F.O.B., all in accordance with specifications.

The District requires that critical Contractors be able to continue supplying products in case of unexpected disaster or urgent emergency event. All bidders must supply supporting documentation and/or a summary of plans addressing their ability to do so.

In the event a Contractor cannot provide the product in the quantities required by the District, it is the Contractor's sole responsibility to secure and deliver the additional quantities required by the District. If sufficient quantities of material are not provided by the Contractor, the District may purchase the material from any Contractor on the open market.

If a Contractor anticipates a workforce interruption, production shutdown or has an unanticipated emergency that could interrupt the delivery of the product, the Contractor must contact District staff immediately by phone or email.

##### 1.2. QUANTITIES

The quantities indicated (Exhibit A) on the bid forms are estimates based on the best information available, however, VSD reserves the right to purchase more or less than the estimated quantities, or to discontinue the use of any chemical prior to the end of the specified bid period, with no additional liability to purchase chemicals from Contractors. The District reserves the right to weigh all chemicals received on the scale located at VSD to verify quantities shipped.

##### 1.3. CERTIFICATIONS

Certificate of Analysis (COA) and Safety Data Sheets (SDS) are to be submitted with the proposal and must be current at all times.

If the product has been repackaged, the repackager shall certify in writing that the purity of the product remains equal to that when shipped. This repackager certification shall be signed by the principal of the repackaging firm and shall be on the repackager letterhead.

If the Contractor is going to change the source of the supply (manufacturer) or sub-contractor, a thirty (30)-day written notification is required to be submitted and subject to final approval by the District. The Contractor will provide weighmaster certificates for all loads. Weighmaster certificates must be obtained from a certified weighmaster. Any costs for certified weigh certificates are the responsibility of the Contractor and must be included in the bid price.

##### 1.4. HAZARDOUS MATERIALS REQUIREMENTS

Contractor shall be responsible for ensuring compliance with all Federal, State, and local environmental health and safety laws and regulations concerning the transport, delivery, transfer, and cleanup of hazardous materials while performing under this contract.

Contractor shall provide a copy of "Contractor's Spill Response Plan" within 15 days after receipt of Notice of Award, including the name and phone number of the contact person. Failure to provide this plan may cause the award to be terminated for default.

## 2. DELIVERY REQUIREMENTS

### 2.1. PLACEMENT OF ORDERS

Deliveries must be made within (3) business days after receipt of order. Conditions may arise which require emergency deliveries including holidays, weekends, and night hours within twenty-four (24) hours after notification. The Operations Supervisor, or designated representative, must approve any exception to this requirement prior to delivery.

### 2.2. SPILLAGE

The Contractor its sub-contractors shall be responsible for any spills resulting from the failure of the delivery equipment or from failure of attendant delivery personnel in the proper performance of their duties. Proper performance shall require attendant delivery personnel's constant inspection and observation of unloading operations and knowledgeable response to problems or emergencies that would most commonly be expected to occur. VSD reserves the right to refuse any and all deliveries made with equipment which is poorly maintained.

The Contractor shall observe the entire filling operation and shall immediately report any spills caused during the filling operations to the on-duty wastewater treatment plant operator. The Contractor will be responsible at no charge to VSD for immediate clean-up, containment, disposal, and the restoration of the affected area back to its original condition prior to the incident. These activities will be conducted in accordance with all applicable laws and regulations.

If the spill is not cleaned up, VSD will hire a certified hazardous material handling company to clean up the spill and properly dispose of material. The cost of such a service and any fines or penalties which may be imposed by regulating agencies will be charged to the Contractor and deducted from monies due.

### 2.3. CONDITION OF CARGO CONTAINERS AND EQUIPMENT

The tanks or trailers shall be clean and free of residue from previous loads which might contaminate the product. It is the Contractor's responsibility to verify the cleanliness of the transporting equipment before loading. All appurtenant valves, pumps, and discharge hoses used for the delivery shall be clean and free from contaminating material. The Contractor shall furnish a VSD approved, leak-free connection device between the pump and VSD's intake receptacle. VSD requires the Contractor to provide all off-load connectors. The off-load connectors are 2" camlocks. The Contractor must provide and use wheel chocks during unloading of product.

### 2.4. DELIVERY OF PRODUCT

All deliveries shall include weight ticket, Certificate of Analysis (COA), and Safety Data Sheets (SDS). With the exception of emergency deliveries, all deliveries shall be made weekdays (Monday – Friday) between the hours of 7:00am to 2:00pm.

All Contractors personnel including delivery drivers shall have their own Personal Protective Equipment (PPE) and shall use the equipment during operations/activities with the product.

## EXHIBIT "A" ESTIMATED CHEMICAL USAGES

| Chemical         | Concentration | Tank/Tote | Capacity (gal) | Delivery Frequency       |
|------------------|---------------|-----------|----------------|--------------------------|
| Sodium Bisulfite | 25%           | Tank A    | 6,100          | 4,000 gals every 30-days |

Request For Proposal #2023-RFP-008

Title: SUPPLY AND DELIVERY OF BULK CHEMICALS

|                     |        |        |       |                          |
|---------------------|--------|--------|-------|--------------------------|
|                     |        | Tank B | 6,100 |                          |
| Sodium Hypochlorite | 12.50% | Tank A | 8,050 | 5,000 gals every 10-days |
|                     |        | Tank B | 8,050 |                          |
| Ferric Chloride     | 37-42% | Tote   | 250   | 1 tote every 30-days     |

## 5. PRICING PROPOSAL

| Line Item    | Description               | Quantity | Unit of Measure | Unit Cost  | Total        |
|--------------|---------------------------|----------|-----------------|------------|--------------|
| 1            | 25% Sodium Bisulfite      | 1        | Gallon or lb    | \$1.895/gl | \$90,960.00  |
| 2            | 12.5% Sodium Hypochlorite | 1        | Gallon or lb    | \$2.35/gl  | \$428,875.00 |
| 3            | 37-42% Ferric Chloride    | 1        | Gallon or lb    | \$10.50/gl | \$31,500.00  |
| <b>TOTAL</b> |                           |          |                 |            | \$551,335.00 |



## 6. VENDOR QUESTIONNAIRE

6.1. Have you read and agreed to all Terms and Conditions?\*

Yes

No

\*Response required

6.2. Submit Proposal Document Here\*

PDF attachment **yes**

\*Response required

## **1. SPECIFIC REQUIREMENTS**

### **1.1. GENERAL**

Valley Sanitary District (VSD) is seeking competitive bids for the supply and delivery of bulk chemicals. It is required that bulk chemicals be furnished and delivered as specified, F.O.B., all in accordance with specifications.

The District requires that critical Contractors be able to continue supplying products in case of unexpected disaster or urgent emergency event. All bidders must supply supporting documentation and/or a summary of plans addressing their ability to do so.

In the event a Contractor cannot provide the product in the quantities required by the District, it is the Contractor's sole responsibility to secure and deliver the additional quantities required by the District. If sufficient quantities of material are not provided by the Contractor, the District may purchase the material from any Contractor on the open market.

If a Contractor anticipates a workforce interruption, production shutdown or has an unanticipated emergency that could interrupt the delivery of the product, the Contractor must contact District staff immediately by phone or email.

### **1.2. QUANTITIES**

The quantities indicated (Exhibit A) on the bid forms are estimates based on the best information available, however, VSD reserves the right to purchase more or less than the estimated quantities, or to discontinue the use of any chemical prior to the end of the specified bid period, with no additional liability to purchase chemicals from Contractors. The District reserves the right to weigh all chemicals received on the scale located at VSD to verify quantities shipped.

### **1.3. CERTIFICATIONS**

Certificate of Analysis (COA) and Safety Data Sheets (SDS) are to be submitted with the proposal and must be current at all times.

If the product has been repackaged, the repackager shall certify in writing that the purity of the product remains equal to that when shipped. This repackager certification shall be signed by the principal of the repackaging firm and shall be on the repackager letterhead.

If the Contractor is going to change the source of the supply (manufacturer) or sub-contractor, a thirty (30)-day written notification is required to be submitted and subject to final approval by the District.

The Contractor will provide weighmaster certificates for all loads. Weighmaster certificates must be obtained from a certified weighmaster. Any costs for certified weigh certificates are the responsibility of the Contractor and must be included in the bid price.

### **1.4. HAZARDOUS MATERIALS REQUIREMENTS**

Contractor shall be responsible for ensuring compliance with all Federal, State, and local environmental health and safety laws and regulations concerning the transport, delivery, transfer, and cleanup of hazardous materials while performing under this contract.

Contractor shall provide a copy of "Contractor's Spill Response Plan" within 15 days after receipt of Notice of Award, including the name and phone number of the contact person. Failure to provide this plan may cause the award to be terminated for default.

## **2. DELIVERY REQUIREMENTS**

### **2.1. PLACEMENT OF ORDERS**

Deliveries must be made within (3) business days after receipt of order. Conditions may arise which require emergency deliveries including holidays, weekends, and night hours within twenty-four (24) hours after notification. The Operations Supervisor, or designated representative, must approve any exception to this requirement prior to delivery.

### **2.2. SPILLAGE**

The Contractor its sub-contractors shall be responsible for any spills resulting from the failure of the delivery equipment or from failure of attendant delivery personnel in the proper performance of their duties. Proper performance shall require attendant delivery personnel's constant inspection and observation of unloading operations and knowledgeable response to problems or emergencies that would most commonly be expected to occur. VSD reserves the right to refuse any and all deliveries made with equipment which is poorly maintained.

The Contractor shall observe the entire filling operation and shall immediately report any spills caused during the filling operations to the on-duty wastewater treatment plant operator. The Contractor will be responsible at no charge to VSD for immediate clean-up, containment, disposal, and the restoration of the affected area back to its original condition prior to the incident. These activities will be conducted in accordance with all applicable laws and regulations.

If the spill is not cleaned up, VSD will hire a certified hazardous material handling company to clean up the spill and properly dispose of material. The cost of such a service and any fines or penalties which may be imposed by regulating agencies will be charged to the Contractor and deducted from monies due.

### **2.3. CONDITION OF CARGO CONTAINERS AND EQUIPMENT**

The tanks or trailers shall be clean and free of residue from previous loads which might contaminate the product. It is the Contractor's responsibility to verify the cleanliness of the transporting equipment before loading. All appurtenant valves, pumps, and discharge hoses used for the delivery shall be clean and free from contaminating material. The Contractor shall furnish a VSD approved, leak-free connection device between the pump and VSD's intake receptacle. VSD requires the Contractor to provide all off-load connectors. The off-load connectors are 2" camlocks. The Contractor must provide and use wheel chocks during unloading of product.

### **2.4. DELIVERY OF PRODUCT**

All deliveries shall include weight ticket, Certificate of Analysis (COA), and Safety Data Sheets (SDS).

With the exception of emergency deliveries, all deliveries shall be made weekdays (Monday – Friday) between the hours of 7:00am to 2:00pm.

All Contractors personnel including delivery drivers shall have their own Personal Protective Equipment (PPE) and shall use the equipment during operations/activities with the product.

**EXHIBIT "A"**  
**ESTIMATED CHEMICAL USAGES**

| <b>Chemical</b>     | <b>Concentration</b> | <b>Tank/Tote</b> | <b>Capacity (gal)</b> | <b>Delivery Frequency</b> |
|---------------------|----------------------|------------------|-----------------------|---------------------------|
| Sodium Bisulfite    | 25%                  | Tank A           | 6,100                 | 4,000 gals every 30-days  |
|                     |                      | Tank B           | 6,100                 |                           |
| Sodium Hypochlorite | 12.50%               | Tank A           | 8,050                 | 5,000 gals every 10-days  |
|                     |                      | Tank B           | 8,050                 |                           |
| Ferric Chloride     | 37-42%               | Tote             | 250                   | 1 tote every 30-days      |

**VALLEY SANITARY DISTRICT  
PROFESSIONAL SERVICES AGREEMENT  
FOR  
[INSERT TYPE OF SERVICE]**

This Agreement is made and entered into as of \_\_\_\_\_, 20\_\_\_\_ by and between the Valley Sanitary District, a California Special District ("District"), and [\*\*\*INSERT NAME\*\*\*], a [\*\*\*INSERT TYPE OF ENTITY - CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP OR OTHER LEGAL ENTITY\*\*\*] with its principal place of business at [\*\*\*INSERT ADDRESS\*\*\*] (hereinafter referred to as "Consultant"). District and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

**RECITALS**

A. District is a public agency of the State of California and is in need of professional services for the following project:

---

(hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for District to retain Consultant to provide the services described herein.

**AGREEMENT**

**NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

1. Services. Consultant promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional consulting services necessary for the Project. Consultant shall provide the District with the services described in the scope of services attached hereto as Exhibit "A" and by this reference incorporated herein.

2. Compensation.

a. The District shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "A" attached hereto and by this reference incorporated herein. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of [\*\*\*INSERT AMOUNT WRITTEN OUT\*\*\*] (\$[\*\*\*INSERT NUMBER\*\*\*]). This amount is to cover all printing and related costs, and the District will not pay any additional fees for printing expenses.

b. Periodic payments shall be made within thirty (30) days of receipt of an undisputed invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis. The District may withhold a portion of an application for payment because of defective work not remedied or unsatisfactory prosecution of the work by the Consultant. The District will release any withheld funds upon Consultant satisfactorily remedying the issue that resulted in the withholding. The

District will not pay late fees to the Consultant on the compensation due Consultant under the terms of this Agreement.

c. Payment shall not constitute acceptance of any work completed by Consultant. The making of final payment shall not constitute a waiver of any claims by the District for any reason whatsoever.

3. Additional Work. If changes in the work seem merited by Consultant or District, and informal consultations with the other Party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the District by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the District and executed by the Parties before performance of such services, or the District will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Term of Agreement.

a. The term of this Agreement shall be from [\*\*\*INSERT DATE\*\*\*] to [\*\*\*INSERT DATE\*\*\*], unless earlier terminated as provided herein. [\*\*\*INSERT THE FOLLOWING SENTENCE FOR MULTI-YEAR, AUTOMATIC RENEWAL NOT TO EXCEED THREE CONSECUTIVE YEARS; OTHERWISE, ALWAYS DELETE: The District shall have the unilateral option, at its sole discretion, to renew this Agreement automatically for no more than [INSERT NUMBER] additional one-year terms.\*\*\*] Consultant shall complete the services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary, to complete the services.

b. Consultant shall complete the services within the term of this Agreement and in accordance with the schedule set forth in Exhibit "A" attached hereto and by this reference incorporated herein.

c. Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the District to proceed.

5. Delays in Performance.

a. Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing Party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing Party shall, within a reasonable time of being prevented from performing, give written notice to the other Party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

6. Consultant's Books and Records.

a. Consultant shall keep and shall preserve for four (4) years after final completion of the project, accurate and detailed records of all ledgers, books of account, invoices, vouchers, cancelled checks, and other documents or records evidencing or relating to the work, services and disbursements charged to the District under this Agreement (collectively, "Books and Records"). Any and all Books and Records must be maintained in accordance with generally accepted accounting principles and must be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Consultant under this Agreement. During such four (4) year period, Consultant shall give the District and its agents, during normal business hours, access to such Books and Records. The District and its agents shall have the right to make copies of any of the said Books and Records.

b. Where the District has reason to believe that any of the Books and Records required to be maintained by this section may be lost or discarded due to dissolution or termination of Consultant's business, the District may, by written request, require that custody of such Books and Records be given to a person or entity mutually agreed upon and such Books and Records thereafter shall be maintained by such person or entity at Consultant's expense. Access to the Books and Records shall be granted to the District and its representatives.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the District, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

8. Permits, Licenses, Fees and Other Charges. Consultant shall, in accordance with applicable laws and ordinances, obtain at its expense all permits and licenses necessary to accomplish the services. Failure to maintain a required license or permit may result in immediate termination of this Agreement.

9. Qualifications. Consultant represents and warrants to the District that it has the qualifications, experience, licenses, and facilities necessary to properly perform the services in a competent and professional manner.

10. Standard of Care. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

11. Assignment and Subconsultant. Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the District, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing

independent associates and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

12. Independent Contractor. Consultant is retained as an independent contractor and is not an employee of District. No employee or agent of Consultant shall become an employee of District. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from District as herein provided.

13. Insurance. Consultant shall not commence work for the District until it has provided evidence satisfactory to the District it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the District.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
  - (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give District, its officers, employees, agents and District designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the District, and provided that such deductibles shall not apply to the District as an additional insured.



b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the District.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give District, its officers, employees, agents and District designated volunteers additional insured status.

(iv) Subject to written approval by the District, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the District as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the District and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

| Coverage                     | Combined Single Limit   |
|------------------------------|---|
| Commercial General Liability | \$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage |
| Automobile Liability         | \$1,000,000 per occurrence for bodily injury and property damage  |
| Employer's Liability         | \$1,000,000 per occurrence  |
| Professional Liability       | \$1,000,000 per claim and aggregate (errors and omissions)  |

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the District at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the District at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the District or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a

one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide waiver of subrogation in favor of the District, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District and, shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the District and shall not preclude the District from taking such other actions available to the District under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the District, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the District, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by District will be promptly reimbursed by Consultant or District will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, District may cancel this Agreement.

(iii) The District may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the District nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the District that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the District as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, District may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

#### 14. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of District's choosing), indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all expert witness fees, attorneys' fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Consultant or the District, its officials, officers, employees, agents or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

#### 15. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations Title 8, Section 16000, et seq. ("Prevailing Wage Laws), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws, if applicable. Consultant shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It is the intent of the parties to effectuate the requirements of sections 1771, 1774, 1775, 1776, 1777.5, 1813, and 1815 of the Labor Code within this Agreement, and Consultant shall therefore comply with such Labor Code sections to the fullest extent required by law. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages, employment of apprentices, hours of labor and debarment of contractors and subcontractors.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable.

c. The Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the District. Consultant shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

16. Verification of Employment Eligibility. By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

17. Laws and Venue. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Riverside, State of California, and the Parties hereto consent to the exercise of personal jurisdiction over them by any such courts for purposes of any such action or proceeding.

18. Termination

a. The District may terminate the Agreement, in whole or in part, with or without cause, upon ten (10) days written notice to Consultant. Upon receipt of the termination notice, Consultant shall promptly discontinue services unless the notice directs to the contrary. In the event the District renders such written notice to Consultant, Consultant shall be entitled to compensation for all services properly rendered prior to the effective date of the notice and all further services set forth in the notice. The District shall be entitled to reimbursement for any compensation paid in excess of services rendered and shall be entitled to withhold compensation for defective work or other damages caused by Consultant's services. Consultant acknowledges the District's right to terminate this Agreement as provided in this section, and hereby waives any and all claims for damages that might arise from the District's termination of this Agreement. Consultant shall deliver to the District and transfer title (if necessary) to all completed work, and work in progress including drafts, documents, plans, forms, maps, products, graphics, computer programs and reports. The District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services and, shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to District only in the event of

substantial failure by District to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Documents. All original papers, maps, models, designs, studies, surveys, reports, data, notes, computer files, documents, drawings and other work product (collectively "Work Product") produced by Consultant pursuant to this Agreement, except documents which are required to be filed with public agencies, shall be deemed solely the property of the District. Consultant will take such steps as are necessary to perfect or protect the ownership interest of the District in such Work Product. Upon completion, expiration or termination of this Agreement, Consultant shall turn over to the District all such original Work Product in Consultant's possession or control.

20. Confidential Information. All information gained or Work Product produced by Consultant in the performance of this Agreement will be considered confidential, unless such information is in the public domain. Consultant shall not release or disclose any such information or Work Product to persons or entities other than the District without the prior written consent of the District, except as otherwise required by law. Consultant shall promptly notify the District should Consultant or its representatives be served summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, requests for admissions or other discovery request or court order from any third party regarding this Agreement and the services performed under this Agreement.

21. Organization. Consultant shall assign \_\_\_\_\_ as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the District.

22. Limitation of Agreement. This Agreement is limited to and includes only the work included in the Project described above.

23. Notice. Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

DISTRICT:

Valley Sanitary District  
45500 Van Buren Street  
Indio, CA 92201  
Attn: General Manager

CONSULTANT:

\*\*\*INSERT NAME, ADDRESS & CONTACT PERSON\*\*\*]

and shall be effective upon receipt thereof.

24. Third Party Rights. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the District and the Consultant.

25. Cooperation. Consultant shall cooperate in the performance of work with the District and all other agents.

26. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

27. Entire Agreement. This Agreement, with its exhibits, represents the entire understanding of District and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which is not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

28. Severability. The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

29. Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement.

30. Non-Waiver. None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

31. Time of Essence. Time is of the essence for each and every provision of this Agreement.

32. District's Right to Employ Other Consultants. District reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

33. Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no official, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

34. Counterparts. This Agreement may be signed and delivered in any number of counterparts, each of which, when signed and delivered, shall be an original, but all of which shall together constitute one and the same Agreement.

35. Authority to Execute. Each Party represents and warrants to the other Party that all necessary action has been taken by such Party to authorize the undersigned to execute this Agreement and to bind it to the performance of its obligations hereunder.

36. Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification obligations, shall survive any such expiration or termination.

**[SIGNATURES ON FOLLOWING PAGE]**



**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE VALLEY SANITARY DISTRICT  
AND [\*\*\*INSERT NAME\*\*\*]**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

**VALLEY SANITARY DISTRICT**

**[\*\*\*INSERT NAME OF CONSULTANT\*\*\*]**

By: \_\_\_\_\_  
Beverli A. Marshall  
General Manager

By: \_\_\_\_\_

Its: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**EXHIBIT A**  
**Consulting Proposal**

Univar Solutions USA Inc.  
8201 S. 212th  
Kent, WA 98032-1994  
USA

T 253-872-5000  
F 253-572-5041  
www.univarusa.com



## References

1. City & County of San Francisco  
1 Dr. Carlton B Goodlett Place  
San Francisco, CA 94102

Contact: Lin Repola- [linda.repola@sfgov.org](mailto:linda.repola@sfgov.org) or David Agam- [dagam@sfgwater.org](mailto:dagam@sfgwater.org)  
Phone: 415-554-4564 | Cell: 415-867-6469

Supply and Delivery of Bulk Sodium Hypochlorite, Caustic Soda and Sodium Bisulfite servicing for the past 10 years.

2. East Bay Mud  
PO Box  
Oakland, CA 946231

Contact: John Grimes, Purchasing  
Email- [john.grimes@ebmud.com](mailto:john.grimes@ebmud.com)  
Supply and Delivery of Bulk Sodium Hypochlorite, Bulk Caustic Soda servicing for the past 10years.

3. City of Riverside  
WTP  
San Bernardino, CA 92408

Contact: Shiloh Rogers, Procurement & Contract Specialist  
Email-[SARogers@riverside.gov](mailto:SARogers@riverside.gov)  
Phone 951-826-5562  
Supply and Delivery of Sodium Hypochlorite servicing for the past 4+ years.

[addressee]

[date]

[page #]

4. BACC-Bay Area Chemical Consortium  
Over 100 locations within Northern California

Contact: each city, info listed below.

Supply and Delivery of Sodium Hypochlorite, Caustic Soda, Sodium Bisulfite servicing for the past 6 years.

- City of Stockton, CA – Kathryn Garcia [Kathryn.Garcia@stocktonca.gov](mailto:Kathryn.Garcia@stocktonca.gov)  
Phone: 209-937-8232
- City of Turlock, CA- Lisa Quiroga [equiroga@turlock.ca.us](mailto:equiroga@turlock.ca.us)  
Phone: 209-668-5402
- Marin Municipal, CA- Jim Kenney [jkenney@marinwater.org](mailto:jkenney@marinwater.org)  
Phone: 415-945-1501

5. City of Los Angeles  
Los Angeles, CA

Contact: Katherin Quinn-

Email: [Katherine.Quinn@lacity.org](mailto:Katherine.Quinn@lacity.org)

Phone: 310-648-5665

Supply and Delivery of Sodium Hypochlorite for the past 4+ years

6. County Sanitation Districts of Los Angeles County  
PO Box 7998  
Whittier, CA 90607-4998

Contact: Martha Ibarra

Emails: [mibarra@lacsds.org](mailto:mibarra@lacsds.org)

Phone: (562) 908-4288 ext. 1423

For Supply and Delivery of Bulk Sodium Hydroxide (Caustic Soda) 50% and Calcium Hydroxide 45%, have been servicing for 6 years

Over the past 10 years, Univar has participated in 100's of Municipal bids, we have listed the 6 projects represent our capabilities in California.

All of our operational personnel participated in making sure all delivery requirements were met to each customer.

Our customer service department takes care of all orders, they communicate with operations and the customer to make sure all requests are satisfied.

We meet 100% of our contractual obligations; any municipality that is under contract with Univar is serviced first if there is a shortage in the market place.

## NACD Responsible Distribution Process Code of Management Practice

Each member company shall have an active program designed to continuously improve safety and reduce incidents. This Code does not impose upon member companies any obligation to guarantee compliance by third parties, i.e., parties over whom the member companies have no control. This program shall include:

### I. Risk Management

- A. Senior management commitment, through policy, communications, and resources, to on-going improvements in chemical distribution safety.
- B. Regular review with suppliers of the hazards of materials.
- C. Identification and implementation of risk reduction measures.

### II. Compliance Review and Training

- A. A process for monitoring regulations and industry practices for their application to chemical distribution activities.
- B. A process for implementing applicable regulations and industry practices that apply to chemical distribution activities.
- C. Training for all employees in the implementation of applicable regulations, as well as member company's specific requirements.
- D. A process for review of employee compliance with applicable regulations and member company's specific requirements and review of outside contractor and re-seller compliance with member company's specific requirements.

### III. Carrier Selection

- A. A process for selecting carriers to transport chemicals that includes carrier safety and fitness, security, regulatory compliance, and performance review.

IV. Handling and Storage

- A. Procedures for ensuring that containers are appropriate for the chemical being shipped, comply with regulatory requirements, and are free from leaks and visible defects.
- B. Criteria for the cleaning and re-use of transportation equipment and chemical containers, and the proper disposal of cleaning residues.
- C. Procedures for loading and unloading chemicals at the member company's facilities that result in protection of personnel, a reduction in emissions to the environment, and ensures that chemicals are loaded and unloaded into and out of proper storage facilities.
- D. A program for providing manufacturer guidance and information to customers, warehouses, terminals and/or carriers on procedures for loading, unloading, and/or storing chemicals.
- E. A process for selecting owned and contracted facilities and sites for chemical storage or handling that emphasizes safety, fitness and includes reviews.
- F. Documentation of current operating procedures for handling and storing chemicals.
- G. Facility design, construction, maintenance, inspection, and security practices that promote facility integrity, consistent with recognized codes and regulations.
- H. Develop a process for addressing chemical site and chemical transportation security.
- I. Provisions for control of processes and equipment during emergencies resulting from natural events, utility disruptions, and other external conditions.
- J. Procedures to properly label and mark packages and containers.

V. Job Procedures and Training

- A. Identification of the skills and knowledge necessary to perform each job.
- B. Establishment of procedures and work practices for safe operating and maintenance activities.
- C. Training for all personnel to reach and maintain proficiency in safe work practices and the skills and knowledge necessary to perform their job, including confirmation of competence.
- D. Programs designed to assure that personnel in safety critical jobs are fit for duty and are not compromised by external influences, including alcohol and drug abuse.
- E. Outside Contractors: In areas where hazardous materials are present, members shall have a process in place to inform contractors of the known hazards and the emergency action plan.

VI. Waste Management and Conservation Practices

- A. Procedures to ensure that all self-generated waste and empty containers are disposed of in a responsible manner, and in accordance with existing regulations.
- B. A clear commitment by senior management through policy communications, resources, and programs to ongoing waste reductions and pollution prevention at each member facility.
- C. A commitment to institute resource conservation measures.

VII. Emergency Response and Public Preparedness

- A. A process for responding to, reporting on, and investigating chemical distribution incidents and releases involving the member company's chemicals, and implementation of appropriate preventive measures developed from that investigative process.
- B. A system of internal investigation, reporting, appropriate corrective action, and follow-up for each incident and/or near miss that result or could have resulted in chemical incidents or releases.
- C. Procedures for making emergency response information concerning the member company's chemicals available to response agencies.

- D. Communication with state and/or local emergency planning commissions and response organizations on the potential hazards of the member company's chemicals.
- E. Annual review, testing, and assessment of the operability of the member company's written emergency action and fire prevention plan and/or emergency response plan.
- F. Facility tours for first responders to promote emergency preparedness and to provide current knowledge of facility operations.
- G. Coordination of the written facility emergency response plan with the local emergency response team and other facilities. If no community plan exists, the facility should assist with efforts to create one.
- H. Participation in the Local Emergency Planning Committee's process to develop and periodically test the local emergency response plan.

**VIII. Community Outreach**

- A. Interaction with organizations, associations, government officials and/or the public on behalf of NACD's Responsible Distribution Process<sup>SM</sup>.
- B. Information and updated for employees on the Responsible Distribution Process<sup>SM</sup> to encourage key employees to become involved in community outreach efforts.
- C. Advocacy of responsible public policies and regulations for chemical distribution.

**IX. Product Stewardship**

**Customers**

- A. A process to qualify customers as prescribed by governmental regulation.
- B. Member companies should work with customers to foster appropriate dissemination of information on the proper use, handling and disposal of products commensurate with product risk. A member may decide to cease doing business with customers whose practices are clearly inconsistent with the Responsible Distribution Process<sup>SM</sup>.



X. Internal RDP Audits

- A. Member companies shall establish documented procedures for regularly scheduled INTERNAL AUDITS to verify the implementation of policies and procedures supporting the RDP Code of Management Practice. The audits will be used to evaluate the effectiveness of the policies and procedures. Internal Audits shall be done on a yearly basis beginning with successful completion of the Interim Verification Process.
- B. Audits shall be recorded and results brought to the attention of appropriate management personnel who must take timely corrective or preventive action. Annual audit results should be retained until the next Third-party On-Site Verification is completed.

XI. RDP Corrective and Preventive Action

- A. Member companies shall establish a CORRECTIVE AND PREVENTIVE ACTION system for RDP related issues. This system should permit the identification and communication of inadequacies or improvements in each member company's implementation of RDP.
- B. Member companies shall establish and maintain procedures for implementing corrective action and preventive actions arising from internal and external audits or other sources. Any corrective or preventive action taken to resolve the cause or RDP implementation inadequacy shall be appropriate, as determined by member company management, to the magnitude of the cause or inadequacy and commensurate with the risk involved.

XII. RDP Document and Data Control

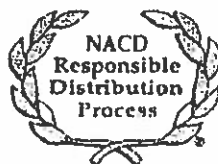
- A. Member companies shall establish and maintain a documented system to control all policies and procedures supporting RDP. In addition, member companies shall maintain a documented system to control the documents and data relating to RDP itself as issued by the National Association of Chemical Distributors (NACD).
- B. Data includes any of the above that is electronically stored and utilized.
- C. These documented procedures shall include provisions for review and approval of any new or revised policies and procedures by the authorized personnel within the member company.
- D. A master list or functionally equivalent document control system identifying the current version of each document shall be established and be readily available to preclude the use of invalid and/or obsolete documents. The system shall ensure that:

Changes to documents and data shall be reviewed and approved by the same function/organization that performed the original review and approval, unless specifically designated otherwise. These functions/organizations shall have access to pertinent background information upon which to base their review and approval. Where practical, the nature of the change shall be identified in the document or appropriate attachments.

## NACD Responsible Distribution Process

### Guiding Principles

1. To recognize and respond to community concerns about chemicals, their handling, and transportation.
2. To make health, safety, security, and environmental considerations a priority in our planning for all existing and new operations, products, processes, and facilities.
3. To inform emergency response officials, employees, customers, and the public of manufacturer's information on chemical-related health or environmental hazards, and the manufacturer's recommendations on protective measures.
4. To work with customers, in accordance with manufacturer's recommendations, on product stewardship including handling, use, transportation, and disposal of chemical products.
5. To operate our plants and facilities in a manner that protects the health and safety of our employees, the public and the environment.
6. To cooperate in resolving problems created by past handling and disposal of hazardous chemicals.
7. To participate with government and others in creating responsible laws, regulations, and practices to help safeguard the community, workplace, and environment.
8. To promote the principles and practices of Responsible Distribution Process<sup>SM</sup> by sharing experiences and offering assistance to others who produce, handle, use, transport, or dispose of chemicals.



## RDP – What Is It?

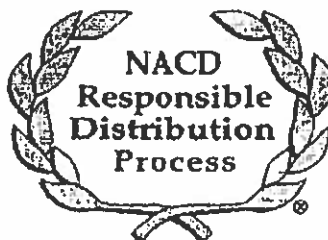
Univar is a member of the National Association of Chemical Distributors. This trade association developed the Responsible Distribution Process<sup>SM</sup> (RDP), which focuses on the responsible management and distribution of chemicals.

RDP emphasizes continual improvement in the health, safety, security, and environmental performance of all NACD member companies. This includes a commitment to comply with environmental, health and safety regulations; providing critical product safety information to employees, contractors and customers; while working with local communities and neighbors to respond to their needs. RDP consists of a set of Guiding Principles and the Code of Management Practice. This Code includes 47 specific requirements, divided into twelve sections:

- Risk Management
- Compliance Review and Training
- Carrier Selection
- Handling and Storage
- Job Procedures and Training
- Waste Management & Conservation
- Emergency Response/Public Preparedness
- Community Outreach
- Product Stewardship
- Internal RDP Audits
- RDP Corrective & Preventive Action
- RDP Document & Data Control

A key requirement of RDP and a condition of membership in NACD is verification of members' RDP policies and procedures by a third-party firm. Univar received the first Third-Party verification in 1995 and received a compliance certificate. We were re-certified in 2000 and again in 2004.

Univar maintains a leadership position in NACD, and remains firmly committed to the Responsible Distribution Process and its objective of promoting continual improvement in chemical handling and distribution.





**Univar Solutions USA Inc.  
Safety Information**

**I. INTRODUCTION**

**(A) Scope**

Univar USA Inc. (UNIVAR) is committed to conducting its operations in a manner that minimizes the risk to the safety and health of our employees, customers, the public and the environment.

**(B) Purpose**

This Injury & Illness Prevention Program (IIPP) has been developed by UNIVAR for its employees who may be exposed to general and/or chemical hazards. This program meets the requirements of Senate Bill 198 enacted under California Labor Code Section 6401.7 and the General Industry Safety Orders Section 3203.

This IIPP represents only a portion of UNIVAR's Safety and Environmental Program. The program includes several written programs and manuals such as the Operating Standards Manual, Emergency Contingency Plan, Risk Management Program, Process Safety Management Program, Hazard Communication Program, Respiratory Protection Program, Confined Space Entry Program, Lock Out/Tag Out Program, Hot Work Program and Documentation Manual. The IIPP is not intended to be a standalone program but rather a supplement to all of the other current programs. The primary functions of this program are to inform employees of the regulation, highlight areas of occupational hazards, direct them to the proper means of minimizing the identified hazards and define the lines of communication between employees and management.

This IIPP is available for review by employees, government agencies, vendors, contractors or any other parties who have a need to examine the Program. The Program includes:



**Univar Solutions USA Inc.  
Safety Information**

|  |   |
|--|---|
| <b>Employer Information:</b>                                   | Name, address, telephone number, type of business and main activity.  |
| <b>Administrator Information:</b>                              | Person with the authority and responsibility to administer the program.   |
| <b>Safety &amp; Health Hazard Evaluation:</b>                  | A two step process which includes job classification and occupational hazard analysis.  |
| <b>Standard Operating Procedures/<br/>Operating Standards:</b> | Programs and procedures necessary to ensure employee safety and health in every aspect of their job.  |
| <b>Inspection Program:</b>                                     | Inspections are conducted: (1) when the IIPP is first established; (2) whenever new substances, processes, procedures, or equipment are introduced into the workplace; (3) whenever a new or previously unrecognized hazard is identified; (4) when occupational injuries or illnesses occur; and (5) whenever workplace conditions warrant an inspection. Scheduled daily, weekly and monthly inspections. |
| <b>Training Program:</b>                                       | Employees receive initial, refresher and ongoing training as required.  |
| <b>Communication:</b>  | Provides a means to instruct employees on the hazards associated with each job classification; ensure employees' compliance with standard operating procedures and safe work practices; encourage employees to participate in the safety program and identify areas of concern and/or hazards.  |
| <b>Safety Award Program:</b>                                   | Company program that encourages and rewards employees for working safely.   |



**Univar Solutions USA Inc.  
Safety Information**

**Progressive Disciplinary Action Policy:** Company policy that disciplines employees that do not perform their job functions according to

established policies, procedures and guidelines. These policies, procedures and guidelines have been developed to establish a safe working environment for all of our employees and any deviation from them will not be tolerated.

**Recordkeeping Requirements:** Includes this written program; hazard analysis; the OSHA 300 Log; Standard Operating Procedures; inspections; training; meeting records and disciplinary actions for a period of time prescribed

**Program Reviews:** Review and assess this and other company programs as required to ensure their effectiveness and applicability.

## UNIVAR SOLUTIONS SECURITY PROGRAM

As an international distributor of industrial chemicals, a participant in the National Association of Chemical Distributors Responsible Distributor program, and an active member of the communities we serve, Univar Solutions USA Inc. (Univar) has long had policies and procedures in place to ensure the security of our products, facilities, employees and communities. The following summary outlines the major provisions of Univar's Security Program which reflects not only prudent measures to maximize the secure and safe handling of chemicals, but also the security requirements of various federal programs related to management of hazardous materials including DOT hazardous material transportation requirements, DHSCFAT program and Department of Commerce import rules among others. Note that this description is necessarily a broad overview of Univar's security program as various agencies limit the security related information that can be disclosed.

For our business partners that are C-TPAT certified please consider the following outline a demonstration of the degree to which Univar complies with C-TPAT security criteria.

### BUSINESS PARTNER REQUIREMENT

Univar has a written and verifiable process for the selection of business partners including manufacturers, product suppliers and vendors. Other internal requirements such as; capability of meeting contractual security requirements and financial soundness are included in the verification process.

### POINT OF ORIGIN

Univar ensures its foreign business partners have security criteria in place that enhances the integrity of the shipment at point of origin. Periodic reviews of foreign business partners' processes and facilities are conducted based on risk.

### CONTAINER SECURITY

Container integrity is maintained as mandated by international cargo transport laws and regulations.

### EN ROUTE SECURITY

Hazardous cargo is secured while in transit. Additionally, products and routes are annually evaluated to assess potential security risks.

### COMMON CARRIER EVALUATION

In addition to the above security measures, Univar has taken steps to verify our common carriers' compliance with DOT's HM-232 rules. Each common carrier has been asked to certify their security compliance with regards to HM-232.



### PERSONNEL SECURITY

Personnel security begins with hiring qualified employees. Univar has established policies and procedures to ensure we hire and maintain qualified employees. These policies and procedures include, but are not limited to:

- Pre-employment background checks
- Pre-employment and random drug tests for drivers and warehouse staff
- Policy on "Standards of Conduct" (included in the Employee Handbook)
- Policy on "Confidential Information" (included in the Employee Handbook)
- Checkout procedures for terminating employees
- Referral of illegal or criminal activities to law enforcement

### PHYSICAL ACCESS CONTROLS & SECURITY, PROCEDURAL & IT SECURITY

#### **SECURITY & VULNERABILITY ASSESSMENT**

Due to the hazardous nature of the chemicals we manage and distribute, Univar constantly assesses its security and vulnerability concerning internal or external threats that could potentially disrupt operations or harm our employees, communities or the environment.

Univar's security program addresses the following potential sources of loss or disruption:

- Theft, vandalism, and break-ins
- Theft of confidential business information
- Sabotage of equipment, utilities, and records
- Product contamination and tampering
- Bomb threats
- Civil unrest disrupting plant access and operations
- Workplace violence and assaults

Additionally, Univar has developed a risk-based matrix to identify areas of concern and has taken steps to address those areas of concern.

The initial security evaluations periodically reviewed by the site security official to evaluate the integrity and effectiveness of security policies, procedures and systems.

#### **UNAUTHORIZED ACCESS**

Univar has established minimum facility security guidelines that must be implemented and adhered to by each facility. Those minimum guidelines include but are not limited to:

- Perimeter and warehouse security
- Equipment security
- Access controls for production areas, warehouses, utility facilities, and offices
- Signs to direct visitors and vehicles to the appropriate entry points
- Visitor control



Univar employees have been trained to question unescorted person(s) within the operating areas, and to be watchful for unusual activity on company property or in the immediate surrounding areas.

#### **SITE SECURITY COORDINATOR**

Each Univar facility has designated an employee, and an alternate, as the site security coordinator. This person(s) is responsible for performing the following security management functions:

- Prepare and implement a site specific security program consistent with the requirements herein
- Establish relationships with law enforcement and emergency response agencies
- Manage incident reporting procedures, conduct incident investigations, and if necessary, conduct investigations into breaches of company security policy
- Train employees about security awareness
- Address security issues in an emergency, participate in crisis management planning and ensure appropriate execution in emergency
- Periodically reassess the facility's site security program

#### **TRAINING**

The Security Coordinator or his/her designee will train site personnel upon hire and every three years thereafter on the site security program. At a minimum, training includes:

- Company security objectives
- Specific site security procedures:
  - Product integrity
  - Personnel security
  - Facility security
  - En-route security
- Employee responsibilities

Should you have any general questions regarding Univar site and transit security program, please contact Jon Webster, Senior Vice President, North America Supply Chain & Operations at (425)241-7138 or Jeff Dixon, Director, International Trade Services at (281)543-8771.

Respectfully,

---

Jonathan (Jon) Webster  
Senior Vice President  
North America Supply Chain & Operations

**COMMON CARRIER EVALUATION**

In addition to the above security measures, Univar has taken steps to verify our common carriers' compliance with DOT's HM-232 rules. Each common carrier has been asked to certify their security compliance with regards to HM-232.

Should you have any questions regarding any of the items noted in this security program summary, please feel free to contact your local Univar representative or myself at (425) 889-3776.

Respectfully,



Ed Higbee  
Director – Regulatory, Health & Safety



## 12.5% Sodium Hypochlorite Solutions

Corporate Headquarters: Hasa Inc.

23119 Drayton Street  
Saugus, California 91350  
Telephone • 661.259.5848  
Fax • 661.259.1538

Customer Name: UNIVAR SOLUTIONS  
SFS STOCKPOINT

Customer Location: SANTA FE SPRINGS, CA

P.O. #: 4526251924

| CERTIFICATE OF ANALYSIS           |  |
|-----------------------------------|--|
| <b>Common Chemical Name</b>       | Bleach, Bleach Solution, Sodium Hypochlorite |
| <b>Empirical Chemical Formula</b> | NaOCl  |
| <b>CAS Registry Number:</b>       | 7681-52-9                                    |
| <b>Chemical Family</b>            | Inorganic Halogen Compound                   |

| Date:                                | Lot Number: | Mfg Date:  | Tank #   | B / L Number: | Min Assay Allowed | Test Results |
|--------------------------------------|-------------|------------|----------|---------------|-------------------|--------------|
| 05/12/2023                           | A13231      | 05/12/2023 | 10,11,14 | 923394        |                   |              |
| Sodium Hypochlorite, % by weight     |             |            |          |               | 12.5 %            | 12.91        |
| Excess Caustic, % by weight          |             |            |          |               | 0.1%              | .292         |
| Specific Gravity                     |             |            |          |               | 1.203             |              |
| Available Chlorine GPL (grams/liter) |             |            |          |               | 147.92            |              |

\*\*\*\*

Certified by: \_\_\_\_\_



Certified to NSF/ANSI 60, *Drinking Water Treatment Additives Standard*  
Maximum use level 84 mg/L

NSF Certificate No.: 0A681 (Pittsburg, CA), 0A682 (Saugus, CA), 0A683 (Longview, WA)  
C0346333 (Bryan, TX), C0396931 (Eloy, AZ), C0396930 (Pomona, CA)

(Rev. G - 12/12/18)

Saugus, CA ● Eloy, AZ ● Pittsburg, CA ● Longview, WA ● Duncanville, TX ● Bryan, TX ● Pomona, CA

# Safety Data Sheet

## LIQUICHLOR® 12.5% SOLUTION

Version 1.1

Revision Date: 02/01/2023

### SECTION 1. PRODUCT AND COMPANY IDENTIFICATION

**Product name** : LIQUICHLOR® 12.5% SOLUTION

**Recommended use of the chemical and restrictions on use**

**Recommended use** : refer to EPA registered label for specific uses

**Manufacturer or supplier's details**

**Company** : Univar Solutions USA, Inc.  
**Address** : 3075 Highland Pkwy Suite 200  
 Downers Grove, IL 60515  
 United States of America (USA)

**Emergency telephone number:**

Transport North America: CHEMTREC (1-800-424-9300)  
 CHEMTREC INTERNATIONAL Tel # 703-527-3887


**Additional Information:** : Responsible Party: Product Compliance Department  
 E-mail: SDSNA@univarsolutions.com  
 SDS Requests: 1-855-429-2661  
 Website: www.univarsolutions.com

### SECTION 2. HAZARDS IDENTIFICATION

**GHS Classification**

**Corrosive to metals** : Category 1  
**Skin corrosion** : Category 1  
**Serious eye damage** : Category 1

**GHS label elements**

**Hazard pictograms** : 

**Signal word** : Danger

**Hazard statements** : H290 May be corrosive to metals.  
 H314 Causes severe skin burns and eye damage.

**Precautionary statements** : **Prevention:**  
 P234 Keep only in original container.  
 P264 Wash skin thoroughly after handling.  
 P280 Wear protective gloves/ protective clothing/ eye protection/ face protection.  
**Response:**  
 P301 + P330 + P331 IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.  
 P303 + P361 + P353 IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/ shower.  
 P304 + P340 + P310 IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER/ doctor.

**Safety Data Sheet**  
**LIQUICHLOR® 12.5% SOLUTION**

Version 1.1

Revision Date: 02/01/2023

P305 + P351 + P338 + P310 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER/ doctor.

P363 Wash contaminated clothing before reuse.

P390 Absorb spillage to prevent material damage.

**Storage:**

P405 Store locked up.

P406 Store in corrosive resistant container with a resistant inner liner.

**Disposal:**

P501 Dispose of contents/ container to an approved waste disposal plant.

**Other hazards**

None known.

**SECTION 3. COMPOSITION/INFORMATION ON INGREDIENTS**

Substance / Mixture : Mixture

**Hazardous components**

| CAS-No.   | Chemical name       | Weight percent |
|-----------|---------------------|----------------|
| 7681-52-9 | Sodium hypochlorite | 12.5           |
| 1310-73-2 | Sodium hydroxide    | 0 - 5          |

Actual concentration is withheld as a trade secret

Any Concentration shown as a range is due to batch variation.

Synonyms : Bleach,

**SECTION 4. FIRST AID MEASURES**

- General advice : Show this safety data sheet to the doctor in attendance.  
Move out of dangerous area.  
Consult a physician.  
Show this safety data sheet to the doctor in attendance.  
Do not leave the victim unattended.
- If inhaled : Take victim immediately to hospital.  
Move to fresh air.  
If breathing has stopped, apply artificial respiration.  
If unconscious, place in recovery position and seek medical advice.  
If symptoms persist, call a physician.
- In case of skin contact : In case of contact, immediately flush skin with plenty of water for at least 15 minutes while removing contaminated clothing and shoes.  
Remove contaminated clothing. If irritation develops, get medical attention.  
Burns must be treated by a physician.
- In case of eye contact : In case of eye contact  
Immediately flush eye(s) with plenty of water.  
Rinse thoroughly with plenty of water for at least 15 minutes and consult a physician.

## Safety Data Sheet

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|              |  |
|--------------|--|
| If swallowed | : If easy to do, remove contact lens, if worn.<br>: If eye irritation persists, consult a specialist.<br>: Take victim immediately to hospital.<br>: Take victim immediately to hospital.<br>: Do NOT induce vomiting.<br>: Rinse mouth with water.<br>: If victim is fully conscious, give a cupful of water.<br>: If a person vomits when lying on his back, place him in the recovery position. |
|--------------|--|

#### SECTION 5. FIREFIGHTING MEASURES

|   |   |
|---|---|
| Suitable extinguishing media                  | : Carbon dioxide (CO <sub>2</sub> )<br>: Foam<br>: Dry powder   |
| Unsuitable extinguishing media                | : High volume water jet   |
| Specific hazards during fire-fighting         | : Do not allow run-off from fire fighting to enter drains or water courses.   |
| Hazardous combustion products                 | : No hazardous combustion products are known  |
| Further information                           | : Collect contaminated fire extinguishing water separately. This must not be discharged into drains.<br>: Fire residues and contaminated fire extinguishing water must be disposed of in accordance with local regulations. |
| Special protective equipment for firefighters | : Wear self-contained breathing apparatus for firefighting if necessary.  |

#### SECTION 6. ACCIDENTAL RELEASE MEASURES

|   |   |
|---|---|
| Personal precautions, protective equipment and emergency procedures | : Use personal protective equipment.  |
| Environmental precautions   | : Prevent product from entering drains.<br>: Prevent further leakage or spillage if safe to do so.<br>: If the product contaminates rivers and lakes or drains inform respective authorities. |
| Methods and materials for containment and cleaning up               | : Neutralise with acid.<br>: Soak up with inert absorbent material (e.g. sand, silica gel, acid binder, universal binder, sawdust).<br>: Keep in suitable, closed containers for disposal.    |

#### SECTION 7. HANDLING AND STORAGE

|   |   |
|---|---|
| Advice on protection against fire and explosion | : Normal measures for preventive fire protection. |
| Advice on safe handling                         | : Do not breathe vapours/dust.                    |

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- Avoid contact with skin and eyes.  
For personal protection see section 8.  
Smoking, eating and drinking should be prohibited in the application area.  
To avoid spills during handling keep bottle on a metal tray.  
Dispose of rinse water in accordance with local and national regulations.
- Conditions for safe storage :** Keep container tightly closed in a dry and well-ventilated place.  
Containers which are opened must be carefully resealed and kept upright to prevent leakage.  
Observe label precautions.  
Electrical installations / working materials must comply with the technological safety standards.

## SECTION 8. EXPOSURE CONTROLS/PERSONAL PROTECTION

### Components with workplace control parameters

| CAS-No.   | Components          | Value type<br>(Form of exposure) | Control parameters / Permissible concentration | Basis     |
|-----------|---------------------|----------------------------------|--|-----------|
| 7681-52-9 | Sodium hypochlorite | STEL                             | 2 mg/m <sup>3</sup>                            | US WEEL   |
| 1310-73-2 | Sodium hydroxide    | C                                | 2 mg/m <sup>3</sup>                            | ACGIH     |
|           |                     | C                                | 2 mg/m <sup>3</sup>                            | NIOSH REL |
|           |                     | TWA                              | 2 mg/m <sup>3</sup>                            | OSHA Z-1  |
|           |                     | C                                | 2 mg/m <sup>3</sup>                            | OSHA P0   |
|           |                     | C                                | 2 mg/m <sup>3</sup>                            | CAL PEL   |

### Personal protective equipment

- Respiratory protection :** General and local exhaust ventilation is recommended to maintain vapor exposures below recommended limits. Where concentrations are above recommended limits or are unknown, appropriate respiratory protection should be worn. Follow OSHA respirator regulations (29 CFR 1910.134) and use NIOSH/MSHA approved respirators. Protection provided by air purifying respirators against exposure to any hazardous chemical is limited. Use a positive pressure air supplied respirator if there is any potential for uncontrolled release, exposure levels are unknown, or any other circumstance where air purifying respirators may not provide adequate protection.

### Hand protection

- Remarks :** The suitability for a specific workplace should be discussed with the producers of the protective gloves.
- Eye protection :** Eye wash bottle with pure water  
Tightly fitting safety goggles  
Wear face-shield and protective suit for abnormal processing problems.
- Skin and body protection :** Impervious clothing  
Choose body protection according to the amount and concentration of the dangerous substance at the work place.
- Hygiene measures :** When using do not eat or drink.  
When using do not smoke.  
Wash hands before breaks and at the end of workday.



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#### SECTION 9. PHYSICAL AND CHEMICAL PROPERTIES

|   |   |
|---|---|
| Appearance                                    | : liquid  |
| Colour  | : clear<br>yellow   |
| Odour   | : Chlorine  |
| Odour Threshold                               | : No data available   |
| pH  | : 11.5 - 13   |
| Freezing Point (Melting point/freezing point) | : -20 - -15 °C (-4 - 5 °F)                                    |
| Boiling Point ( )                             | : 230 °F (230 °F)<br>Decomposition: Decomposition temperature |
| Flash point                                   | : Not Flammable   |
| Evaporation rate                              | : No data available   |
| Flammability (solid, gas)                     | : No data available   |
| Upper explosion limit                         | : No data available   |
| Lower explosion limit                         | : No data available   |
| Vapour pressure                               | : 12 - 17.5 mmHg @ 20 °C (68 °F)                              |
| Relative vapour density                       | : No data available   |
| Relative density                              | : 1.17 @ 20 °C (68 °F)<br>Reference substance: (water = 1)    |
| Density                                       | : 1.17 g/cm <sup>3</sup>                                      |
| Solubility(ies)                               |   |
| Water solubility                              | : completely soluble  |
| Solubility in other solvents                  | : No data available   |
| Partition coefficient: n-octanol/water        | : No data available   |
| Auto-ignition temperature                     | : No data available   |
| Thermal decomposition                         | : No data available   |

#### SECTION 10. STABILITY AND REACTIVITY

|                                    |  |
|------------------------------------|--|
| Reactivity                         | : No dangerous reaction known under conditions of normal use.  |
| Chemical stability                 | : Stable   |
| Possibility of hazardous reactions | : No hazards to be specially mentioned.  |
| Conditions to avoid                | : Keep away from heat, flame, sparks and other ignition sources.                                       |
| Incompatible materials             | : Acids<br>Combustible material<br>Halogenated compounds<br>Metals<br>metal salts<br>Organic materials |

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organic nitro compounds  
Zinc

#### SECTION 11. TOXICOLOGICAL INFORMATION

##### Acute toxicity

###### Components:

###### **7681-52-9:**

Acute oral toxicity : LD50 (Rat, male): > 2,000 mg/kg

###### **1310-73-2:**

Acute oral toxicity : LD50 (Rabbit): 325 mg/kg

##### Skin corrosion/irritation

###### Components:

###### **7681-52-9:**

Species: Rabbit

Result: Causes burns.

###### **1310-73-2:**

Species: Rabbit

Result: Causes severe burns.

##### Serious eye damage/eye irritation

###### Components:

###### **7681-52-9:**

Species: Rabbit

Result: Risk of serious damage to eyes.

###### **1310-73-2:**

Species: Rabbit

Result: Risk of serious damage to eyes.

##### Carcinogenicity

###### **IARC**

No component of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.

###### **OSHA**

No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

###### **NTP**

No component of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

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**STOT - single exposure**

**Components:**

**7681-52-9:**

Assessment: The substance or mixture is classified as specific target organ toxicant, single exposure, category 3 with respiratory tract irritation.

**Further information**

**Product:**

Remarks: No data available

**SECTION 12. ECOLOGICAL INFORMATION**

**Ecotoxicity**

**Components:**

**7681-52-9:**

- Toxicity to fish : LC50 (Salmo gairdneri (Rainbow Fish)): 0.06 mg/l  
 Exposure time: 96 h  
 Test Type: flow-through test
- LC50 (Pimephales promelas (fathead minnow)): 5.9 mg/l  
 Exposure time: 96 h  
 Test Type: static test
- Toxicity to daphnia and other aquatic invertebrates : EC50 (Daphnia magna (Water flea)): 0.141 mg/l  
 Exposure time: 48 h  
 Test Type: flow-through test
- EC50 (Ceriodaphnia dubia): 0.035 mg/l  
 Exposure time: 48 h  
 Test Type: flow-through test
- Toxicity to algae : IC50: 0.023 mg/l  
 Exposure time: 7 d  
 Test Type: flow-through test
- M-Factor (Acute aquatic toxicity) : 10
- Acute aquatic toxicity- Assessment : Very toxic to aquatic life.
- Chronic aquatic toxicity- Assessment : Toxic to aquatic life with long lasting effects.

**Persistence and degradability**

No data available

**Bioaccumulative potential**

No data available

## Safety Data Sheet

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**Mobility in soil**

No data available

**Other adverse effects****Product:**

**Ozone-Depletion Potential** : Regulation: 40 CFR Protection of Environment; Part 82 Protection of Stratospheric Ozone - CAA Section 602 Class I Substances  
 Remarks: This product neither contains, nor was manufactured with a Class I or Class II ODS as defined by the U.S. Clean Air Act Section 602 (40 CFR 82, Subpt. A, App.A + B).

**Additional ecological information** : An environmental hazard cannot be excluded in the event of unprofessional handling or disposal.  
 Very toxic to aquatic life.  
 Harmful to aquatic life with long lasting effects.

---

### SECTION 13. DISPOSAL CONSIDERATIONS

**Disposal methods**

**Waste from residues** : Dispose of in accordance with all applicable local, state and federal regulations.  
 For assistance with your waste management needs - including disposal, recycling and waste stream reduction, contact Univar Solutions ChemCare: 1-800-637-7922

**Contaminated packaging** : Empty remaining contents.  
 Dispose of as unused product.  
 Do not re-use empty containers.

---

### SECTION 14. TRANSPORT INFORMATION

**DOT (Department of Transportation):**

UN1791, Hypochlorite solutions, 8, III, Marine Pollutant (SODIUM HYPOCHLORITE)

**IATA (International Air Transport Association):**

UN1791, Hypochlorite solution, 8, III

**IMDG (International Maritime Dangerous Goods):**

UN1791, HYPOCHLORITE SOLUTION, 8, III, Marine Pollutant (SODIUM HYPOCHLORITE)

---

### SECTION 15. REGULATORY INFORMATION

**EPCRA - Emergency Planning and Community Right-to-Know Act****CERCLA Reportable Quantity**

| Components | CAS-No. | Component RQ (lbs) | Calculated product RQ (lbs) |
|------------|---------|--------------------|-----------------------------|
|            |         |                    |                             |

# Safety Data Sheet

## LIQUICHLOR® 12.5% SOLUTION

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|                     |           |      |       |
|---------------------|-----------|------|-------|
| Sodium hypochlorite | 7681-52-9 | 100  | 800   |
| Sodium hydroxide    | 1310-73-2 | 1000 | 20000 |

### SARA 304 Extremely Hazardous Substances Reportable Quantity

This material does not contain any components with a section 304 EHS RQ.

**SARA 311/312 Hazards** : Corrosive to metals  
 Skin corrosion or irritation  
 Serious eye damage or eye irritation

**SARA 302** : This material does not contain any components with a section 302 EHS TPQ.

**SARA 313** : This material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.

### Clean Air Act

This product does not contain any hazardous air pollutants (HAP), as defined by the U.S. Clean Air Act Section 112 (40 CFR 61).

This product does not contain any chemicals listed under the U.S. Clean Air Act Section 112(r) for Accidental Release Prevention (40 CFR 68.130, Subpart F).

This product does not contain any chemicals listed under the U.S. Clean Air Act Section 111 SOCMII Intermediate or Final VOC's (40 CFR 60.489).

### Clean Water Act

The following Hazardous Substances are listed under the U.S. CleanWater Act, Section 311, Table 116.4A:

7681-52-9 Sodium hypochlorite  
 1310-73-2 Sodium hydroxide

The following Hazardous Chemicals are listed under the U.S. CleanWater Act, Section 311, Table 117.3:

7681-52-9 Sodium hypochlorite  
 1310-73-2 Sodium hydroxide

This product does not contain any toxic pollutants listed under the U.S. Clean Water Act Section 307

### Massachusetts Right To Know

7681-52-9 Sodium hypochlorite  
 1310-73-2 Sodium hydroxide

### Pennsylvania Right To Know

7732-18-5 Water  
 7681-52-9 Sodium hypochlorite  
 1310-73-2 Sodium hydroxide

**California Prop 65** : This product does not contain any chemicals known to State of California to cause cancer, birth defects, or any other reproductive harm.

### The components of this product are reported in the following inventories:

- TSCA : On TSCA Inventory
- DSL : All components of this product are on the Canadian DSL
- AICS : On the inventory, or in compliance with the inventory

# Safety Data Sheet

## LIQUICHLOR® 12.5% SOLUTION

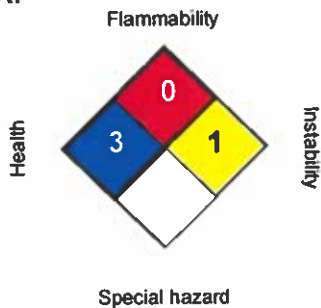
Version 1.1

Revision Date: 02/01/2023

- NZIoC : Not in compliance with the inventory
- ENCS : On the inventory, or in compliance with the inventory
- KECI : On the inventory, or in compliance with the inventory
- PICCS : On the inventory, or in compliance with the inventory
- IECSC : On the inventory, or in compliance with the inventory

### SECTION 16. OTHER INFORMATION

**NFPA:**



**HMIS III:**

|                 |    |
|-----------------|----|
| HEALTH          | 3/ |
| FLAMMABILITY    | 0  |
| PHYSICAL HAZARD | 1  |

0 = not significant, 1 = Slight,  
 2 = Moderate, 3 = High  
 4 = Extreme, \* = Chronic

The information accumulated is based on the data of which we are aware and is believed to be correct as of the date hereof. Since this information may be applied under conditions beyond our control and with which we may be unfamiliar and since data made become available subsequently to the date hereof, we do not assume any responsibility for the results of its use. Recipients are advised to confirm in advance of need that the information is current, applicable, and suitable to their circumstances. This SDS has been prepared by Univar Solutions Product Compliance Department (1-855-429-2661) [SDSNA@univarsolutions.com](mailto:SDSNA@univarsolutions.com).

**Revision Date** : 02/01/2023

**Material number:**

- 16179440, 16173035, 16172686, 16173104, 16185315, 16172598, 16146040, 16151002,
- 16149524, 16158615, 16145640, 16148059, 16144666, 16147989, 16163791, 16180800,
- 16164756, 16164592, 16164731, 16164730, 16203820, 16203821, 16203184, 16194505,
- 16158853, 16151253, 16149870, 16148071, 16148060, 16147684, 16145965, 16145895,
- 16145890, 16145584, 16145144, 16145142, 16145140, 16145138, 16145137, 16145133,
- 16145130, 16145079, 16159810, 16150495, 16149123, 16147041, 16145471, 16144665,
- 16145772, 16148183, 16145046, 16143737, 16135287, 16163624, 16148721, 16155765,
- 16158840, 16145484, 16166710, 16148748, 16148260, 16166763, 16166591, 16145834,
- 16166014, 16159793, 16162934, 16165524, 16165444, 16165066, 16137823, 16137455,
- 16137753, 16147687, 16144215, 16150496, 16149504, 16145673, 16149243, 16136536,
- 16160181, 16160290, 16144046, 16145139, 16150462, 16149046, 16149516, 16148083,
- 16150461, 16135216, 16156005, 16151878, 16151501, 16150223, 16149931, 16148522,

## Safety Data Sheet

### LIQUICHLOR® 12.5% SOLUTION

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Revision Date: 02/01/2023

16148259, 16147092, 16145877, 16145876

| <b>Key or legend to abbreviations and acronyms used in the safety data sheet</b> |  |       |  |
|--|--|-------|--|
| ACGIH  | American Conference of Government Industrial Hygienists  | LD50  | Lethal Dose 50%  |
| AICS   | Australia, Inventory of Chemical Substances              | LOAEL | Lowest Observed Adverse Effect Level   |
| DSL  | Canada, Domestic Substances List                         | NFPA  | National Fire Protection Agency  |
| NDSL   | Canada, Non-Domestic Substances List                     | NIOSH | National Institute for Occupational Safety & Health                                  |
| CNS  | Central Nervous System                                   | NTP   | National Toxicology Program  |
| CAS  | Chemical Abstract Service                                | NZIoC | New Zealand Inventory of Chemicals   |
| EC50   | Effective Concentration                                  | NOAEL | No Observable Adverse Effect Level   |
| EC50   | Effective Concentration 50%                              | NOEC  | No Observed Effect Concentration   |
| EGEST  | EOSCA Generic Exposure Scenario Tool                     | OSHA  | Occupational Safety & Health Administration  |
| EOSCA  | European Oilfield Specialty Chemicals Association        | PEL   | Permissible Exposure Limit   |
| EINECS   | European Inventory of Existing Chemical Substances       | PICCS | Philippines Inventory of Commercial Chemical Substances                              |
| MAK  | Germany Maximum Concentration Values                     | PRNT  | Presumed Not Toxic   |
| GHS  | Globally Harmonized System                               | RCRA  | Resource Conservation Recovery Act   |
| >=   | Greater Than or Equal To                                 | STEL  | Short-term Exposure Limit  |
| IC50   | Inhibition Concentration 50%                             | SARA  | Superfund Amendments and Reauthorization Act.  |
| IARC   | International Agency for Research on Cancer              | TLV   | Threshold Limit Value  |
| IECSC  | Inventory of Existing Chemical Substances in China       | TWA   | Time Weighted Average  |
| ENCS   | Japan, Inventory of Existing and New Chemical Substances | TSCA  | Toxic Substance Control Act  |
| KECI   | Korea, Existing Chemical Inventory                       | UVCB  | Unknown or Variable Composition, Complex Reaction Products, and Biological Materials |
| <=   | Less Than or Equal To                                    | WHMIS | Workplace Hazardous Materials Information System                                     |
| LC50   | Lethal Concentration 50%                                 |       |  |

## CERTIFICATE OF ANALYSIS



Univar Solutions  
525 Seaport Blvd.  
Redwood City, CA 94083  
PH. 650-363-1661  
FAX 650-261-2020  
www.univarsolutions.com

DATE: 08/23/2023

PRODUCT: Sodium Bisulfite 25%

PRODUCT GRADE: NSF

UNIVAR SOLUTIONS MATERIAL NUMBER: 16141680

UNIVAR SOLUTIONS BATCH NUMBER: 0840N00366

| <u>TEST</u>               | <u>RESULTS</u> | <u>SPECIFICATIONS</u>   |
|---------------------------|----------------|-------------------------|
| Assay, NaHSO <sub>3</sub> | 24.05%         | 24.0%-26.0%             |
| Specific Gravity @ 20°C   | 1.219          | 1.150-1.250             |
| pH                        | 5.386          | 3.5-5.5                 |
| Visual                    | Pass           | Clear/Free of Particles |

Univar Solutions

Omar Nayfeh

Lab Technician



**Note:**

Please consult the SDS for further information.

Univar Solutions represents only that the Product shall meet the specifications herein. All transactions involving this Product are subject to Univar Solutions' standard Terms and Conditions, available at [www.univarsolutions.com](http://www.univarsolutions.com) or upon request. Univar Solutions makes no additional representations or warranties, express or implied, as to the Product.

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**SACRAMENTO AG PRODUCTS, LLC.**  
8625 Unsworth Ave.  
Sacramento, CA 95828  
916-963-9244

**CERTIFICATE OF ANALYSIS**

**SODIUM BISULFITE 25 SOLUTION**

This is to certify that the listed shipment of Sodium Bisulfite 25 Solution was assayed with the following results:

Date: January 4, 2023  
Lot Number: 2211291095  
Customer: Univar  
CO Number: 3000065555

| Analysis                  | Specifications                   | Results |
|---------------------------|----------------------------------|---------|
| Appearance                | Clear yellow liquid, no sediment | Pass    |
| pH                        | 5.0-5.4                          | 5.0     |
| Specific Gravity (at 23C) | 1.1-1.4                          | 1.23    |
| % Sodium Bisulfite        | 24.5-25.4                        | 25.1    |

Sacramento AG Products, LLC.  
Authorized Signature  
Ames Ettinger

## Safety Data Sheet

### SODIUM BISULFITE 5-27%

Version 1.3

Revision Date: 04/07/2023

#### SECTION 1. PRODUCT AND COMPANY IDENTIFICATION

**Product name** : SODIUM BISULFITE 5-27%

#### Recommended use of the chemical and restrictions on use

**Recommended use** : Industrial chemical

#### Manufacturer or supplier's details

**Company** : Univar Solutions USA, Inc.  
**Address** : 3075 Highland Pkwy Suite 200  
 Downers Grove, IL 60515  
 United States of America (USA)

#### Emergency telephone number:

Transport North America: CHEMTREC (1-800-424-9300)  
 CHEMTREC INTERNATIONAL Tel # 703-527-3887

**Additional Information** : Responsible Party: Product Compliance Department  
 E-mail: SDSNA@univarsolutions.com  
 SDS Requests: 1-855-429-2661  
 Website: www.univarsolutions.com

#### SECTION 2. HAZARDS IDENTIFICATION

##### GHS Classification

**Skin corrosion** : Category 1C

**Serious eye damage** : Category 1

**Respiratory sensitisation** : Category 1

**Skin sensitisation** : Category 1

##### GHS label elements

**Hazard pictograms** :



**Signal word** : Danger

**Hazard statements** : H314 Causes severe skin burns and eye damage.  
 H317 May cause an allergic skin reaction.  
 H334 May cause allergy or asthma symptoms or breathing difficulties if inhaled.

**Precautionary statements** : **Prevention:**  
 P261 Avoid breathing dust/ fume/ gas/ mist/ vapours/ spray.  
 P264 Wash skin thoroughly after handling.  
 P272 Contaminated work clothing must not be allowed out of the workplace.  
 P280 Wear protective gloves/ protective clothing/ eye protection/ face protection.  
 P285 In case of inadequate ventilation wear respiratory protection.

**Safety Data Sheet**  
**SODIUM BISULFITE 5-27%**

Version 1.3

Revision Date: 04/07/2023

**Response:**

P301 + P330 + P331 IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.

P303 + P361 + P353 IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/ shower.

P304 + P340 + P310 IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER/ doctor.

P305 + P351 + P338 + P310 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER/ doctor.

P333 + P313 If skin irritation or rash occurs: Get medical advice/ attention.

P342 + P311 If experiencing respiratory symptoms: Call a POISON CENTER/ doctor.

P363 Wash contaminated clothing before reuse.

**Storage:**

P405 Store locked up.

**Disposal:**

P501 Dispose of contents/ container to an approved waste disposal plant.

**Other hazards**

None known.

**SECTION 3. COMPOSITION/INFORMATION ON INGREDIENTS**

Substance / Mixture : Mixture

**Hazardous components**

| CAS-No.   | Chemical name    | Weight percent |
|-----------|------------------|----------------|
| 7631-90-5 | Sodium bisulfite | 20 - 30        |

Actual concentration is withheld as a trade secret

Any Concentration shown as a range is due to batch variation.

**SECTION 4. FIRST AID MEASURES**

- General advice : Move out of dangerous area.  
Consult a physician.  
Show this safety data sheet to the doctor in attendance.  
Do not leave the victim unattended.
- If inhaled : Call a physician or poison control centre immediately.  
If unconscious, place in recovery position and seek medical advice.
- In case of skin contact : Immediate medical treatment is necessary as untreated wounds from corrosion of the skin heal slowly and with difficulty.  
If on skin, rinse well with water.  
If on clothes, remove clothes.
- In case of eye contact : Small amounts splashed into eyes can cause irreversible tissue damage and blindness.

## Safety Data Sheet

### SODIUM BISULFITE 5-27%

Version 1.3

Revision Date: 04/07/2023

|              |   |
|--------------|---|
| If swallowed | <p>In the case of contact with eyes, rinse immediately with plenty of water and seek medical advice.<br/>Continue rinsing eyes during transport to hospital.<br/>Remove contact lenses.<br/>Protect unharmed eye.<br/>Keep eye wide open while rinsing.<br/>If eye irritation persists, consult a specialist.</p> <p>: Keep respiratory tract clear.<br/>Do not induce vomiting without medical advice.<br/>Do not give milk or alcoholic beverages.<br/>Never give anything by mouth to an unconscious person.<br/>If symptoms persist, call a physician.<br/>Take victim immediately to hospital.</p> |
|--------------|---|

#### SECTION 5. FIREFIGHTING MEASURES

|   |   |
|---|---|
| Suitable extinguishing media                  | : Dry chemical<br>Carbon dioxide (CO <sub>2</sub> )<br>Alcohol-resistant foam   |
| Unsuitable extinguishing media                | : High volume water jet   |
| Specific hazards during fire-fighting         | : Do not allow run-off from fire fighting to enter drains or water courses.   |
| Hazardous combustion products                 | : Carbon oxides<br>Nitrogen oxides (NO <sub>x</sub> )<br>sulfur oxides  |
| Further information                           | : Collect contaminated fire extinguishing water separately. This must not be discharged into drains.<br>Fire residues and contaminated fire extinguishing water must be disposed of in accordance with local regulations. |
| Special protective equipment for firefighters | : Wear self-contained breathing apparatus for firefighting if necessary.  |

#### SECTION 6. ACCIDENTAL RELEASE MEASURES

|   |   |
|---|---|
| Personal precautions, protective equipment and emergency procedures | : Use personal protective equipment.<br>Ensure adequate ventilation.  |
| Environmental precautions   | : Prevent product from entering drains.<br>Prevent further leakage or spillage if safe to do so.<br>If the product contaminates rivers and lakes or drains inform respective authorities. |
| Methods and materials for containment and cleaning up               | : Soak up with inert absorbent material (e.g. sand, silica gel, acid binder, universal binder, sawdust).<br>Keep in suitable, closed containers for disposal.                             |

#### SECTION 7. HANDLING AND STORAGE

**Safety Data Sheet**  
**SODIUM BISULFITE 5-27%**

Version 1.3

Revision Date: 04/07/2023

- Advice on protection against fire and explosion : Normal measures for preventive fire protection.
- Advice on safe handling : Avoid formation of aerosol.  
 Do not breathe vapours/dust.  
 Avoid exposure - obtain special instructions before use.  
 Avoid contact with skin and eyes.  
 For personal protection see section 8.  
 Smoking, eating and drinking should be prohibited in the application area.  
 Provide sufficient air exchange and/or exhaust in work rooms.  
 To avoid spills during handling keep bottle on a metal tray.  
 Dispose of rinse water in accordance with local and national regulations.  
 Persons susceptible to skin sensitisation problems or asthma, allergies, chronic or recurrent respiratory disease should not be employed in any process in which this mixture is being used.
- Conditions for safe storage : Keep container tightly closed in a dry and well-ventilated place.  
 Containers which are opened must be carefully resealed and kept upright to prevent leakage.  
 Observe label precautions.  
 Electrical installations / working materials must comply with the technological safety standards.

**SECTION 8. EXPOSURE CONTROLS/PERSONAL PROTECTION**

**Components with workplace control parameters**

| CAS-No.   | Components       | Value type (Form of exposure) | Control parameters / Permissible concentration | Basis     |
|-----------|------------------|-------------------------------|--|-----------|
| 7631-90-5 | Sodium bisulfite | TWA                           | 5 mg/m3  | ACGIH     |
|           |                  | TWA                           | 5 mg/m3  | NIOSH REL |
|           |                  | PEL                           | 5 mg/m3  | CAL PEL   |

**Personal protective equipment**

- Respiratory protection : General and local exhaust ventilation is recommended to maintain vapor exposures below recommended limits. Where concentrations are above recommended limits or are unknown, appropriate respiratory protection should be worn. Follow OSHA respirator regulations (29 CFR 1910.134) and use NIOSH/MSHA approved respirators. Protection provided by air purifying respirators against exposure to any hazardous chemical is limited. Use a positive pressure air supplied respirator if there is any potential for uncontrolled release, exposure levels are unknown, or any other circumstance where air purifying respirators may not provide adequate protection.

**Hand protection**

- Remarks : The suitability for a specific workplace should be discussed with the producers of the protective gloves.
- Eye protection : Eye wash bottle with pure water  
 Tightly fitting safety goggles

**Safety Data Sheet**
**SODIUM BISULFITE 5-27%**

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|                          |   |
|--------------------------|---|
| Skin and body protection | : Wear face-shield and protective suit for abnormal processing problems.  |
| Hygiene measures         | : Impervious clothing<br>Choose body protection according to the amount and concentration of the dangerous substance at the work place.<br>: When using do not eat or drink.<br>When using do not smoke.<br>Wash hands before breaks and at the end of workday. |

**SECTION 9. PHYSICAL AND CHEMICAL PROPERTIES**

|  |                     |
|--|---------------------|
| Appearance                             | : liquid            |
| Colour                                 | : yellow            |
| Odour                                  | : pungent           |
| Odour Threshold                        | : No data available |
| pH                                     | : No data available |
| Freezing Point                         | : No data available |
| Boiling Point                          | : No data available |
| Flash point                            | : does not flash    |
| Evaporation rate                       | : No data available |
| Flammability (solid, gas)              | : No data available |
| Upper explosion limit                  | : No data available |
| Lower explosion limit                  | : No data available |
| Vapour pressure                        | : No data available |
| Relative vapour density                | : No data available |
| Relative density                       | : No data available |
| Density                                | : 8.7500 lb/gal     |
| Water solubility                       | : No data available |
| Solubility in other solvents           | : No data available |
| Partition coefficient: n-octanol/water | : No data available |
| Auto-ignition temperature              | : No data available |
| Thermal decomposition                  | : No data available |

**SECTION 10. STABILITY AND REACTIVITY**

|                                    |  |
|------------------------------------|--|
| Reactivity                         | : No dangerous reaction known under conditions of normal use.                    |
| Chemical stability                 | : Stable under normal conditions.  |
| Possibility of hazardous reactions | : No decomposition if stored and applied as directed.                            |
| Conditions to avoid                | : Contact with incompatible substances can cause decomposition at or below SADT. |
| Incompatible materials             | : Barium<br>Lead<br>magnesium<br>mercury or mercury alloys<br>Potassium          |

## Safety Data Sheet

### SODIUM BISULFITE 5-27%

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Silver  
Strong acids  
Strong oxidizing agents  
Aluminium

#### SECTION 11. TOXICOLOGICAL INFORMATION

##### Acute toxicity

###### Components:

###### 7631-90-5:

Acute oral toxicity : LD50 (Rat): 1,700 mg/kg  
Assessment: The component/mixture is moderately toxic after single ingestion.

Acute inhalation toxicity : Remarks: No data available

Acute dermal toxicity : LD50 (Rabbit): > 2,000 mg/kg

##### Skin corrosion/irritation

###### Components:

###### 7631-90-5:

Species: Rabbit  
Result: No skin irritation

##### Serious eye damage/eye irritation

###### Components:

###### 7631-90-5:

Species: Rabbit  
Result: No eye irritation

##### Germ cell mutagenicity

###### Components:

###### 7631-90-5:

Genotoxicity in vitro : Test Type: Ames test  
Species: Salmonella typhimurium  
Result: negative

Genotoxicity in vivo : Test Type: In vivo micronucleus test  
Species: Mouse  
Result: negative

Germ cell mutagenicity - Assessment : Tests on bacterial or mammalian cell cultures did not show mutagenic effects.

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**SODIUM BISULFITE 5-27%**

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**Carcinogenicity**

**Components:**

**7631-90-5:**

Carcinogenicity - Assessment  
**IARC**

: Carcinogenicity classification not possible from current data.

No component of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.

**OSHA**

No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

**NTP**

No component of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

**Reproductive toxicity**

**Components:**

**7631-90-5:**

Teratogenicity - Assessment

: No evidence of adverse effects on sexual function and fertility, or on development, based on animal experiments.

**Further information**

**Product:**

Remarks: No data available

---

**SECTION 12. ECOLOGICAL INFORMATION**

**Ecotoxicity**

**Components:**

**7631-90-5:**

Toxicity to fish

: LC50 (Leuciscus idus (Golden orfe)): > 100 mg/l  
 Exposure time: 96 h

Toxicity to daphnia and other aquatic invertebrates

: EC50 (Daphnia magna (Water flea)): 89 mg/l  
 Exposure time: 48 h

Toxicity to algae

: EC50 (Desmodesmus subspicatus (green algae)): 43.8 mg/l  
 Exposure time: 72 h

Acute aquatic toxicity- Assessment

: Harmful to aquatic life.

Chronic aquatic toxicity- Assessment

: Harmful to aquatic life with long lasting effects.



## Safety Data Sheet

### SODIUM BISULFITE 5-27%

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**Persistence and degradability**

No data available

**Bioaccumulative potential**

No data available

**Mobility in soil**

No data available

**Other adverse effects****Product:**

Ozone-Depletion Potential : Regulation: 40 CFR Protection of Environment; Part 82 Protection of Stratospheric Ozone - CAA Section 602 Class I Substances  
Remarks: This product neither contains, nor was manufactured with a Class I or Class II ODS as defined by the U.S. Clean Air Act Section 602 (40 CFR 82, Subpt. A, App.A + B).

Additional ecological information : An environmental hazard cannot be excluded in the event of unprofessional handling or disposal.  
Harmful to aquatic life with long lasting effects.

---

## SECTION 13. DISPOSAL CONSIDERATIONS

**Disposal methods**

Waste from residues : Dispose of in accordance with all applicable local, state and federal regulations.  
For assistance with your waste management needs - including disposal, recycling and waste stream reduction, contact Univar Solutions ChemCare: 1-800-637-7922

Contaminated packaging : Empty remaining contents.  
Dispose of as unused product.  
Do not re-use empty containers.

---

## SECTION 14. TRANSPORT INFORMATION

**DOT (Department of Transportation):**

UN2693, Bisulfites, aqueous solutions, n.o.s., 8, III

**IATA (International Air Transport Association):**

UN2693, BISULPHITES, AQUEOUS SOLUTION, N.O.S., 8, III

**IMDG (International Maritime Dangerous Goods):**

UN2693, BISULPHITES, AQUEOUS SOLUTION, N.O.S., 8, III

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**SECTION 15. REGULATORY INFORMATION**

**EPCRA - Emergency Planning and Community Right-to-Know Act**

**CERCLA Reportable Quantity**

| Components       | CAS-No.   | Component RQ (lbs) | Calculated product RQ (lbs) |
|------------------|-----------|--------------------|-----------------------------|
| Sodium bisulfite | 7631-90-5 | 5000               | 17272                       |

**SARA 304 Extremely Hazardous Substances Reportable Quantity**

This material does not contain any components with a section 304 EHS RQ.

**SARA 311/312 Hazards** : Skin corrosion or irritation  
 Serious eye damage or eye irritation  
 Respiratory or skin sensitisation

**SARA 302** : This material does not contain any components with a section 302 EHS TPQ.

**SARA 313** : This material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.

**Clean Air Act**

This product does not contain any hazardous air pollutants (HAP), as defined by the U.S. Clean Air Act Section 112 (40 CFR 61).

This product does not contain any chemicals listed under the U.S. Clean Air Act Section 112(r) for Accidental Release Prevention (40 CFR 68.130, Subpart F).

This product does not contain any chemicals listed under the U.S. Clean Air Act Section 111 SOCM I Intermediate or Final VOC's (40 CFR 60.489).

**Clean Water Act**

The following Hazardous Substances are listed under the U.S. CleanWater Act, Section 311, Table 116.4A:

7631-90-5 Sodium bisulfite

The following Hazardous Chemicals are listed under the U.S. CleanWater Act, Section 311, Table 117.3:

7631-90-5 Sodium bisulfite

This product does not contain any toxic pollutants listed under the U.S. Clean Water Act Section 307

**Massachusetts Right To Know**

7631-90-5 Sodium bisulfite  
 7757-82-6 Sodium sulphate

**Pennsylvania Right To Know**

7732-18-5 Water  
 7631-90-5 Sodium bisulfite  
 7757-82-6 Sodium sulphate

**California Prop 65** : This product does not contain any chemicals known to State of California to cause cancer, birth defects, or any other reproductive harm.

**The components of this product are reported in the following inventories:**

# Safety Data Sheet

## SODIUM BISULFITE 5-27%

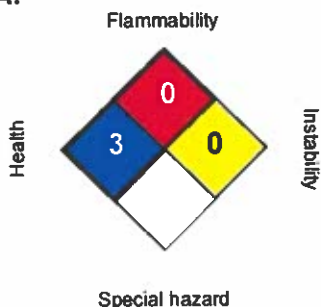
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|       |   |  |
|-------|---|--|
| TSCA  | : | On TSCA Inventory                                      |
| DSL   | : | All components of this product are on the Canadian DSL |
| AICS  | : | On the inventory, or in compliance with the inventory  |
| ENCS  | : | On the inventory, or in compliance with the inventory  |
| KECI  | : | On the inventory, or in compliance with the inventory  |
| PICCS | : | On the inventory, or in compliance with the inventory  |
| IECSC | : | On the inventory, or in compliance with the inventory  |

### SECTION 16. OTHER INFORMATION

**NFPA:**



**HMIS III:**

|                 |   |
|-----------------|---|
| HEALTH          | 3 |
| FLAMMABILITY    | 0 |
| PHYSICAL HAZARD | 0 |

0 = not significant, 1 = Slight,  
 2 = Moderate, 3 = High  
 4 = Extreme, \* = Chronic

The information accumulated is based on the data of which we are aware and is believed to be correct as of the date hereof. Since this information may be applied under conditions beyond our control and with which we may be unfamiliar and since data made become available subsequently to the date hereof, we do not assume any responsibility for the results of its use. Recipients are advised to confirm in advance of need that the information is current, applicable, and suitable to their circumstances. This SDS has been prepared by Univar Solutions Product Compliance Department (1-855-429-2661) [SDSNA@univarsolutions.com](mailto:SDSNA@univarsolutions.com).

**Revision Date** : 04/07/2023

**Material number:**

16194538, 16194537, 16160612, 16160585, 16152330, 16154999, 16151052, 16157084, 16141711, 16141680, 16142224, 16141001, 16142575

| Key or legend to abbreviations and acronyms used in the safety data sheet |   |       |                                |
|---|---|-------|--------------------------------|
| ACGIH   | American Conference of Government Industrial Hygienists | LD50  | Lethal Dose 50%                |
| AICS  | Australia, Inventory of Chemical                        | LOAEL | Lowest Observed Adverse Effect |

## Safety Data Sheet

### SODIUM BISULFITE 5-27%

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|        | Substances   |       | Level  |
|--------|--|-------|--|
| DSL    | Canada, Domestic Substances List                         | NFPA  | National Fire Protection Agency  |
| NDSL   | Canada, Non-Domestic Substances List                     | NIOSH | National Institute for Occupational Safety & Health                                  |
| CNS    | Central Nervous System                                   | NTP   | National Toxicology Program  |
| CAS    | Chemical Abstract Service                                | NZIoC | New Zealand Inventory of Chemicals   |
| EC50   | Effective Concentration                                  | NOAEL | No Observable Adverse Effect Level   |
| EC50   | Effective Concentration 50%                              | NOEC  | No Observed Effect Concentration   |
| EGEST  | EOSCA Generic Exposure Scenario Tool                     | OSHA  | Occupational Safety & Health Administration  |
| EOSCA  | European Oilfield Specialty Chemicals Association        | PEL   | Permissible Exposure Limit   |
| EINECS | European Inventory of Existing Chemical Substances       | PICCS | Philippines Inventory of Commercial Chemical Substances                              |
| MAK    | Germany Maximum Concentration Values                     | PRNT  | Presumed Not Toxic   |
| GHS    | Globally Harmonized System                               | RCRA  | Resource Conservation Recovery Act   |
| >=     | Greater Than or Equal To                                 | STEL  | Short-term Exposure Limit  |
| IC50   | Inhibition Concentration 50%                             | SARA  | Superfund Amendments and Reauthorization Act.  |
| IARC   | International Agency for Research on Cancer              | TLV   | Threshold Limit Value  |
| IECSC  | Inventory of Existing Chemical Substances in China       | TWA   | Time Weighted Average  |
| ENCS   | Japan, Inventory of Existing and New Chemical Substances | TSCA  | Toxic Substance Control Act  |
| KECI   | Korea, Existing Chemical Inventory                       | UVCB  | Unknown or Variable Composition, Complex Reaction Products, and Biological Materials |
| <=     | Less Than or Equal To                                    | WHMIS | Workplace Hazardous Materials Information System                                     |
| LC50   | Lethal Concentration 50%                                 |       |  |

Univar Material: 16147454  
 By: Joseph Spatola 07/06/2023

UNIVAR Batch: 0003220857

**Kemira**



Certified to NSF/ANSI 60

Maximum usage level for Potable Water = 300 mg/L

**CERTIFICATE OF ANALYSIS**

85925218

Customer's reference  
 4526349290

Ship date  
 7/6/2023

Carrier  
 KWS

Univar USA Inc.  
 3950 NW Yeon Ave  
 Portland, OR 97210  
 USA

**Description**  
 Kemira PIX- 401-BULK  
 Ferric Chloride

| Characteristic   | Result | Specifications | Unit |
|------------------|--------|----------------|------|
| Specific Gravity | 1.434  |                |      |
| Ferric Chloride  | 39.99  |                | %    |
| Fe++             | 13.77  |                | %    |

Remarks:

Approved by: Product analysis prepared and reviewed by Kemira Water Solutions Kalama

Approval date:  
 7/6/2023

Kemira Water Solutions, Inc.  
 500 Hendrickson road  
 kalama. WA 98625  
 USA

Tel. 509-922-2244  
 Fax 509-922-2406

Business ID  
 Registered Office Lakeland  
 VAT



## Safety Data Sheet

# FERRIC CHLORIDE SOLUTION

Version 1.3

Revision Date: 08/19/2022

### SECTION 1. PRODUCT AND COMPANY IDENTIFICATION

**Product name** : FERRIC CHLORIDE SOLUTION

#### Recommended use of the chemical and restrictions on use

Recommended use : Reserved for industrial and professional use.

#### Manufacturer or supplier's details

**Company** : Univar Solutions USA, Inc.  
**Address** : 3075 Highland Pkwy Suite 200  
 Downers Grove, IL 60515  
 United States of America (USA)

#### Emergency telephone number:

Transport North America: CHEMTREC (1-800-424-9300)

CHEMTREC INTERNATIONAL Tel # 703-527-3887

**Additional Information:** : Responsible Party: Product Compliance Department  
 E-mail: SDSNA@univarsolutions.com  
 SDS Requests: 1-855-429-2661  
 Website: www.univarsolutions.com

### SECTION 2. HAZARDS IDENTIFICATION

#### GHS Classification

Corrosive to metals : Category 1

Acute toxicity (Oral) : Category 4

Skin corrosion : Category 1

Serious eye damage : Category 1

#### GHS label elements

Hazard pictograms :



Signal word : Danger

Hazard statements : H290 May be corrosive to metals.  
 H302 Harmful if swallowed.  
 H314 Causes severe skin burns and eye damage.

Precautionary statements : **Prevention:**  
 P234 Keep only in original container.  
 P264 Wash skin thoroughly after handling.  
 P270 Do not eat, drink or smoke when using this product.  
 P280 Wear protective gloves/ protective clothing/ eye protection/ face protection.  
**Response:**  
 P301 + P312 + P330 IF SWALLOWED: Call a POISON CENTER/ doctor if you feel unwell. Rinse mouth.  
 P301 + P330 + P331 IF SWALLOWED: Rinse mouth. Do NOT

**Safety Data Sheet**  
**FERRIC CHLORIDE SOLUTION**

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induce vomiting.  
 P303 + P361 + P353 IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/ shower.  
 P304 + P340 + P310 IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER/ doctor.  
 P305 + P351 + P338 + P310 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER/ doctor.  
 P363 Wash contaminated clothing before reuse.  
 P390 Absorb spillage to prevent material damage.  
**Storage:**  
 P405 Store locked up.  
 P406 Store in corrosive resistant container with a resistant inner liner.  
**Disposal:**  
 P501 Dispose of contents/ container to an approved waste disposal plant.

**Other hazards**  
 None known.

**SECTION 3. COMPOSITION/INFORMATION ON INGREDIENTS**

**Hazardous components**

| CAS-No.   | Chemical name                      | Weight percent |
|-----------|------------------------------------|----------------|
| 7705-08-0 | Iron chloride (FeCl <sub>3</sub> ) | 35 - 45        |
| 7647-01-0 | Hydrochloric acid                  | 1 - 5          |

Actual concentration is withheld as a trade secret  
 Any Concentration shown as a range is due to batch variation.

**SECTION 4. FIRST AID MEASURES**

- General advice : Move out of dangerous area.  
 Consult a physician.  
 Show this safety data sheet to the doctor in attendance.  
 Do not leave the victim unattended.
- If inhaled : If unconscious, place in recovery position and seek medical advice.  
 If symptoms persist, call a physician.
- In case of skin contact : Immediate medical treatment is necessary as untreated wounds from corrosion of the skin heal slowly and with difficulty.  
 If on skin, rinse well with water.  
 If on clothes, remove clothes.
- In case of eye contact : Small amounts splashed into eyes can cause irreversible tissue damage and blindness.  
 In the case of contact with eyes, rinse immediately with plenty of water and seek medical advice.  
 Continue rinsing eyes during transport to hospital.

**Safety Data Sheet**

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|              |   |
|--------------|---|
| If swallowed | <p>Remove contact lenses.<br/>         Protect unharmed eye.<br/>         Keep eye wide open while rinsing.<br/>         If eye irritation persists, consult a specialist.<br/>         : Clean mouth with water and drink afterwards plenty of water.<br/>         Keep respiratory tract clear.<br/>         Do not induce vomiting without medical advice.<br/>         Do not give milk or alcoholic beverages.<br/>         Never give anything by mouth to an unconscious person.<br/>         If symptoms persist, call a physician.<br/>         Take victim immediately to hospital.</p> |
|--------------|---|

**SECTION 5. FIREFIGHTING MEASURES**

|   |   |
|---|---|
| Unsuitable extinguishing media                | : High volume water jet   |
| Specific hazards during fire-fighting         | : Do not allow run-off from fire fighting to enter drains or water courses.   |
| Hazardous combustion products                 | : sulfur oxides<br>toxic fumes  |
| Further information                           | : Collect contaminated fire extinguishing water separately. This must not be discharged into drains.<br>Fire residues and contaminated fire extinguishing water must be disposed of in accordance with local regulations. |
| Special protective equipment for firefighters | : Wear self-contained breathing apparatus for firefighting if necessary.  |

**SECTION 6. ACCIDENTAL RELEASE MEASURES**

|   |   |
|---|---|
| Personal precautions, protective equipment and emergency procedures | : Use personal protective equipment.  |
| Environmental precautions   | : Prevent product from entering drains.<br>Prevent further leakage or spillage if safe to do so.<br>If the product contaminates rivers and lakes or drains inform respective authorities.                           |
| Methods and materials for containment and cleaning up               | : Neutralize with chalk, alkali solution or ammonia.<br>Soak up with inert absorbent material (e.g. sand, silica gel, acid binder, universal binder, sawdust).<br>Keep in suitable, closed containers for disposal. |

**SECTION 7. HANDLING AND STORAGE**

|   |   |
|---|---|
| Advice on protection against fire and explosion | : Normal measures for preventive fire protection.                   |
| Advice on safe handling                         | : Do not breathe vapours/dust.<br>Avoid contact with skin and eyes. |



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- For personal protection see section 8.  
Smoking, eating and drinking should be prohibited in the application area.  
To avoid spills during handling keep bottle on a metal tray.  
Dispose of rinse water in accordance with local and national regulations.
- Conditions for safe storage** : Keep container tightly closed in a dry and well-ventilated place.  
Containers which are opened must be carefully resealed and kept upright to prevent leakage.  
Observe label precautions.  
Electrical installations / working materials must comply with the technological safety standards.
- Materials to avoid** : Do not store near acids.

**SECTION 8. EXPOSURE CONTROLS/PERSONAL PROTECTION**

**Components with workplace control parameters**

| CAS-No.   | Components                         | Value type (Form of exposure) | Control parameters / Permissible concentration | Basis     |
|-----------|------------------------------------|-------------------------------|--|-----------|
| 7705-08-0 | Iron chloride (FeCl <sub>3</sub> ) | TWA                           | 1 mg/m <sup>3</sup> (Iron)                     | ACGIH     |
|           |                                    | TWA                           | 1 mg/m <sup>3</sup> (Iron)                     | OSHA P0   |
|           |                                    | TWA                           | 1 mg/m <sup>3</sup> (Iron)                     | NIOSH REL |
| 7647-01-0 | Hydrochloric acid                  | C                             | 2 ppm  | ACGIH     |
|           |                                    | C                             | 5 ppm<br>7 mg/m <sup>3</sup>                   | NIOSH REL |
|           |                                    | C                             | 5 ppm<br>7 mg/m <sup>3</sup>                   | OSHA Z-1  |
|           |                                    | C                             | 5 ppm<br>7 mg/m <sup>3</sup>                   | OSHA P0   |

**Personal protective equipment**

- Respiratory protection** : General and local exhaust ventilation is recommended to maintain vapor exposures below recommended limits. Where concentrations are above recommended limits or are unknown, appropriate respiratory protection should be worn. Follow OSHA respirator regulations (29 CFR 1910.134) and use NIOSH/MSHA approved respirators. Protection provided by air purifying respirators against exposure to any hazardous chemical is limited. Use a positive pressure air supplied respirator if there is any potential for uncontrolled release, exposure levels are unknown, or any other circumstance where air purifying respirators may not provide adequate protection.

**Hand protection**

- Remarks** : The suitability for a specific workplace should be discussed with the producers of the protective gloves.
- Eye protection** : Eye wash bottle with pure water  
Tightly fitting safety goggles

## Safety Data Sheet

# FERRIC CHLORIDE SOLUTION

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|                          |   |   |
|--------------------------|---|---|
| Skin and body protection | : | Wear face-shield and protective suit for abnormal processing problems.  |
| Hygiene measures         | : | Impervious clothing<br>Choose body protection according to the amount and concentration of the dangerous substance at the work place.<br>When using do not eat or drink.<br>When using do not smoke.<br>Wash hands before breaks and at the end of workday. |

### SECTION 9. PHYSICAL AND CHEMICAL PROPERTIES

|  |   |                                    |
|--|---|------------------------------------|
| Appearance                             | : | liquid                             |
| Colour                                 | : | dark brown                         |
| Odour                                  | : | Sour                               |
| Odour Threshold                        | : | No data available                  |
| pH                                     | : | < 2                                |
| Freezing Point (°C)                    | : | 10 °F (10 °F)                      |
| Boiling Point (°C)                     | : | 100 - 110 °C (212 - 230 °F)        |
| Flash point                            | : | Not applicable                     |
| Evaporation rate                       | : | < 1                                |
| Flammability (solid, gas)              | : | No data available                  |
| Upper explosion limit                  | : | No data available                  |
| Lower explosion limit                  | : | No data available                  |
| Vapour pressure                        | : | No data available                  |
| Relative vapour density                | : | No data available                  |
| Relative density                       | : | 1.237 - 1.488                      |
| Density                                | : | 10.300 - 12.395 lb/gal             |
| Solubility(ies)                        | : |                                    |
| Water solubility                       | : | completely soluble @ 20 °C (68 °F) |
| Solubility in other solvents           | : | No data available                  |
| Partition coefficient: n-octanol/water | : | No data available                  |
| Auto-ignition temperature              | : | No data available                  |
| Thermal decomposition                  | : | No data available                  |

### SECTION 10. STABILITY AND REACTIVITY

|                                    |   |   |
|------------------------------------|---|---|
| Reactivity                         | : | Stable under recommended storage conditions.        |
| Chemical stability                 | : | Stable under normal conditions.                     |
| Possibility of hazardous reactions | : | No decomposition if stored and applied as directed. |
| Conditions to avoid                | : | Heat, flames and sparks.                            |
| Incompatible materials             | : | Acids<br>Alkali metals                              |

## Safety Data Sheet

# FERRIC CHLORIDE SOLUTION

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Amines  
 Ammonia  
 Bases  
 brass  
 bronze  
 Carbon steel  
 chlorinated hydrocarbons  
 Chlorine  
 Copper  
 Copper alloys  
 hydrogen chloride  
 Lead  
 Metals  
 metallic oxides  
 nitrates  
 sodium hypochlorite  
 steel  
 Strong oxidizing agents  
 Sulphides  
 Tin  
 water  
 Zinc  
 Aluminium  
 Peroxides

## SECTION 11. TOXICOLOGICAL INFORMATION

### Acute toxicity

#### Product:

Acute oral toxicity : Acute toxicity estimate: 880 mg/kg

#### Components:

##### **7705-08-0:**

Acute oral toxicity : LD50 (Mouse, female): 440 mg/kg  
 Assessment: The component/mixture is moderately toxic after single ingestion.

##### **7647-01-0:**

Acute inhalation toxicity : LC50 (Rat, male): 8.3 mg/l  
 Exposure time: 0.5 h  
 Test atmosphere: dust/mist

### Skin corrosion/irritation

#### Components:

##### **7705-08-0:**

Species: Rabbit  
 Exposure time: 20 h  
 Result: Irritating to skin.

## Safety Data Sheet

# FERRIC CHLORIDE SOLUTION

Version 1.3

Revision Date: 08/19/2022

**7647-01-0:**

Species: Rabbit

Result: Causes severe burns.

**Serious eye damage/eye irritation****Components:****7705-08-0:**

Species: Rabbit

Result: Risk of serious damage to eyes.

**Carcinogenicity****IARC**

No component of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.

**OSHA**

No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

**NTP**

No component of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

**STOT - single exposure****Components:****7647-01-0:**

Target Organs: Respiratory system, Lungs

Assessment: The substance or mixture is classified as specific target organ toxicant, single exposure, category 3 with respiratory tract irritation.

**Further information****Product:**

Remarks: No data available

---

**SECTION 12. ECOLOGICAL INFORMATION****Ecotoxicity**

No data available

**Persistence and degradability**

No data available

**Bioaccumulative potential**

No data available

**Mobility in soil**

No data available

**Safety Data Sheet**  
**FERRIC CHLORIDE SOLUTION**

Version 1.3

Revision Date: 08/19/2022

**Other adverse effects**

**Product:**

Ozone-Depletion Potential : Regulation: 40 CFR Protection of Environment; Part 82 Protection of Stratospheric Ozone - CAA Section 602 Class I Substances  
 Remarks: This product neither contains, nor was manufactured with a Class I or Class II ODS as defined by the U.S. Clean Air Act Section 602 (40 CFR 82, Subpt. A, App.A + B).

**SECTION 13. DISPOSAL CONSIDERATIONS**

**Disposal methods**

Waste from residues : Dispose of in accordance with all applicable local, state and federal regulations.  
 For assistance with your waste management needs - including disposal, recycling and waste stream reduction, contact Univar Solutions ChemCare: 1-800-637-7922

Contaminated packaging : Empty remaining contents.  
 Dispose of as unused product.  
 Do not re-use empty containers.

**SECTION 14. TRANSPORT INFORMATION**

**DOT (Department of Transportation):**  
 UN2582, FERRIC CHLORIDE SOLUTION, 8, III

**IATA (International Air Transport Association):**  
 UN2582, FERRIC CHLORIDE SOLUTION, 8, III

**IMDG (International Maritime Dangerous Goods):**  
 UN2582, FERRIC CHLORIDE SOLUTION, 8, III

**SECTION 15. REGULATORY INFORMATION**

**EPCRA - Emergency Planning and Community Right-to-Know Act**

**CERCLA Reportable Quantity**

| Components            | CAS-No.   | Component RQ (lbs) | Calculated product RQ (lbs) |
|-----------------------|-----------|--------------------|-----------------------------|
| Iron chloride (FeCl3) | 7705-08-0 | 1000               | 2000                        |
| Hydrochloric acid     | 7647-01-0 | 5000               | *                           |

\*: Calculated RQ exceeds reasonably attainable upper limit.

**SARA 304 Extremely Hazardous Substances Reportable Quantity**

| Components | CAS-No. | Component RQ (lbs) | Calculated product RQ (lbs) |
|------------|---------|--------------------|-----------------------------|
|------------|---------|--------------------|-----------------------------|

# Safety Data Sheet

## FERRIC CHLORIDE SOLUTION

Version 1.3

Revision Date: 08/19/2022

|                   |           |      |   |
|-------------------|-----------|------|---|
| Hydrochloric acid | 7647-01-0 | 5000 | * |
|-------------------|-----------|------|---|

\*: Calculated RQ exceeds reasonably attainable upper limit.

**SARA 311/312 Hazards** : Corrosive to metals  
 Acute toxicity (any route of exposure)  
 Skin corrosion or irritation  
 Serious eye damage or eye irritation

**SARA 302** :

**SARA 313** : 7647-01-0 Hydrochloric acid  
 The following components are subject to reporting levels established by SARA Title III, Section 313:

7647-01-0 Hydrochloric acid

### Clean Air Act

The following chemical(s) are listed as HAP under the U.S. Clean Air Act, Section 112 (40 CFR 61):

7647-01-0 Hydrochloric acid

The following chemical(s) are listed under the U.S. Clean Air Act Section 112(r) for Accidental Release Prevention (40 CFR 68.130, Subpart F):

7647-01-0 Hydrochloric acid

This product does not contain any chemicals listed under the U.S. Clean Air Act Section 111 SOCM I Intermediate or Final VOC's (40 CFR 60.489).

### Clean Water Act

The following Hazardous Substances are listed under the U.S. CleanWater Act, Section 311, Table 116.4A:

7705-08-0 Iron chloride (FeCl3)

7647-01-0 Hydrochloric acid

The following Hazardous Chemicals are listed under the U.S. CleanWater Act, Section 311, Table 117.3:

7705-08-0 Iron chloride (FeCl3)

7647-01-0 Hydrochloric acid

This product does not contain any toxic pollutants listed under the U.S. Clean Water Act Section 307

### Massachusetts Right To Know

7705-08-0 Iron chloride (FeCl3)

7647-01-0 Hydrochloric acid

### Pennsylvania Right To Know

7732-18-5 Water

7705-08-0 Iron chloride (FeCl3)

7647-01-0 Hydrochloric acid

**California Prop 65** : This product does not contain any chemicals known to State of California to cause cancer, birth defects, or any other reproductive harm.

### The components of this product are reported in the following inventories:

TSCA : On the inventory, or in compliance with the inventory

DSL : All components of this product are on the Canadian DSL

AICS : Not in compliance with the inventory

# Safety Data Sheet

## FERRIC CHLORIDE SOLUTION

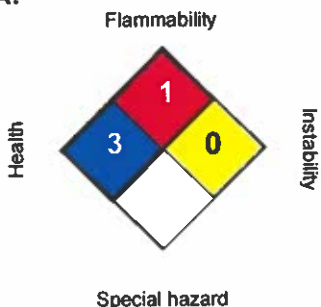
Version 1.3

Revision Date: 08/19/2022

- NZIoC : Not in compliance with the inventory
- ENCS : Not in compliance with the inventory
- KECI : Not in compliance with the inventory
- PICCS : Not in compliance with the inventory
- IECSC : Not in compliance with the inventory

### SECTION 16. OTHER INFORMATION

**NFPA:**



**HMIS III:**

|                 |   |
|-----------------|---|
| HEALTH          | 3 |
| FLAMMABILITY    | 1 |
| PHYSICAL HAZARD | 4 |

0 = not significant, 1 = Slight,  
 2 = Moderate, 3 = High  
 4 = Extreme, \* = Chronic

The information accumulated is based on the data of which we are aware and is believed to be correct as of the date hereof. Since this information may be applied under conditions beyond our control and with which we may be unfamiliar and since data made become available subsequently to the date hereof, we do not assume any responsibility for the results of its use. Recipients are advised to confirm in advance of need that the information is current, applicable, and suitable to their circumstances. This SDS has been prepared by Univar Solutions Product Compliance Department (1-855-429-2661) SDSNA@univarsolutions.com.

**Revision Date** : 08/19/2022

**Material number:**

16162121, 16146698, 16144883, 16144868, 16144813, 16144583, 16148573, 16145331, 16145072, 16163979, 16145299, 16147454, 16163672, 16143945, 16137157, 16147487, 16141551

| Key or legend to abbreviations and acronyms used in the safety data sheet |   |       |   |
|---|---|-------|---|
| ACGIH   | American Conference of Government Industrial Hygienists | LD50  | Lethal Dose 50%                                       |
| AICS  | Australia, Inventory of Chemical Substances             | LOAEL | Lowest Observed Adverse Effect Level                  |
| DSL   | Canada, Domestic Substances List                        | NFPA  | National Fire Protection Agency                       |
| NDSL  | Canada, Non-Domestic Substances List                    | NIOSH | National Institute for Occupational Safety and Health |

## Safety Data Sheet

# FERRIC CHLORIDE SOLUTION

Version 1.3

Revision Date: 08/19/2022

|        | es List  |       | Safety & Health  |
|--------|--|-------|--|
| CNS    | Central Nervous System                                   | NTP   | National Toxicology Program  |
| CAS    | Chemical Abstract Service                                | NZIoC | New Zealand Inventory of Chemicals   |
| EC50   | Effective Concentration                                  | NOAEL | No Observable Adverse Effect Level   |
| EC50   | Effective Concentration 50%                              | NOEC  | No Observed Effect Concentration   |
| EGEST  | EOSCA Generic Exposure Scenario Tool                     | OSHA  | Occupational Safety & Health Administration  |
| EOSCA  | European Oilfield Specialty Chemicals Association        | PEL   | Permissible Exposure Limit   |
| EINECS | European Inventory of Existing Chemical Substances       | PICCS | Philippines Inventory of Commercial Chemical Substances                              |
| MAK    | Germany Maximum Concentration Values                     | PRNT  | Presumed Not Toxic   |
| GHS    | Globally Harmonized System                               | RCRA  | Resource Conservation Recovery Act   |
| >=     | Greater Than or Equal To                                 | STEL  | Short-term Exposure Limit  |
| IC50   | Inhibition Concentration 50%                             | SARA  | Superfund Amendments and Reauthorization Act.  |
| IARC   | International Agency for Research on Cancer              | TLV   | Threshold Limit Value  |
| IECSC  | Inventory of Existing Chemical Substances in China       | TWA   | Time Weighted Average  |
| ENCS   | Japan, Inventory of Existing and New Chemical Substances | TSCA  | Toxic Substance Control Act  |
| KECI   | Korea, Existing Chemical Inventory                       | UVCB  | Unknown or Variable Composition, Complex Reaction Products, and Biological Materials |
| <=     | Less Than or Equal To                                    | WHMIS | Workplace Hazardous Materials Information System                                     |
| LC50   | Lethal Concentration 50%                                 |       |  |







# ADDITIONAL REMARKS SCHEDULE

|   |           |  |  |
|---|-----------|--|--|
| AGENCY<br>Aon Risk Services Central, Inc.             |           | NAMED INSURED<br>Univar Solutions USA Inc. |  |
| POLICY NUMBER<br>See Certificate Number: 570099686202 |           |  |  |
| CARRIER<br>See Certificate Number: 570099686202       | NAIC CODE | EFFECTIVE DATE:                            |  |

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|-------------------------------|--------|
| INSURER                       |        |
| INSURER                       |        |
| INSURER                       |        |
| INSURER                       |        |

**ADDITIONAL POLICIES** If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

| INSR LTR | TYPE OF INSURANCE    | ADDL INSD | SUBR WVD | POLICY NUMBER   | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | LIMITS                  |             |
|----------|----------------------|-----------|----------|---|------------------------------------|-------------------------------------|-------------------------|-------------|
|          | AUTOMOBILE LIABILITY |           |          |   |                                    |                                     |                         |             |
| B        |                      |           |          | MMT H10708540<br>Truckers Liability   | 06/01/2023                         | 06/01/2024                          | Combined<br>Single Limi | \$5,000,000 |
|          | WORKERS COMPENSATION |           |          |   |                                    |                                     |                         |             |
| B        |                      | N/A       |          | WCUC70313364<br>Excess WC--CA OH OR,WA<br>SIR applies per policy terms & conditions | 06/01/2023                         | 06/01/2024                          |                         |             |
|          | OTHER                |           |          |   |                                    |                                     |                         |             |
|          | Claims Made Form     |           |          |   |                                    |                                     |                         |             |
|          |                      |           |          |   |                                    |                                     |                         |             |
|          |                      |           |          |   |                                    |                                     |                         |             |
|          |                      |           |          |   |                                    |                                     |                         |             |
|          |                      |           |          |   |                                    |                                     |                         |             |
|          |                      |           |          |   |                                    |                                     |                         |             |
|          |                      |           |          |   |                                    |                                     |                         |             |
|          |                      |           |          |   |                                    |                                     |                         |             |



September 14, 2023

Valley Sanitary District  
45500 Van Buren St.  
Indio, CA 92201  
Attn: Holly Gould

*Via OpenGov*

**Re: Request For Proposal 2023-RFP-008  
Supply and Delivery of Bulk Chemicals**

**Due Date: Thursday, September 14, 2023 @ 4:00 p.m., PDT**

Dear Holly Gould:

Enclosed please find our sealed bid for your Sodium Hypochlorite 12.5% and Sodium Bisulfite 25% business.

Our bid is valid for ninety (90) days.

Please do not hesitate to contact me should you have any questions.

Thank you..

A handwritten signature in blue ink, appearing to read 'Cris Blomgren', is written over the 'Thank you..' text.

**Cris Blomgren**  
Sales Coordinator / Office Manager  
JCI Jones Chemicals Inc.  
310-523-1629 Ext. 261  
[cblomgren@jcichem.com](mailto:cblomgren@jcichem.com)



## BID COVER LETTER

Dear Customer,

JCI is certainly aware of the significant increases in the cost of chlorine, caustic soda, and bleach that have been levied upon customers due to the ongoing global disruption in raw material supply. Customer concerns are fully understood. It is particularly important that our customers, and those requesting product pricing, understand that these price increases are “pass-throughs” of the cost amounts the “ECU” (chlorine and caustic soda) Producers have raised JCI. Beginning in Q2 of 2021, the ECU Producers have continued to raise the cost of the above products every quarter. They are not providing firm pricing, and will not negotiate. The information JCI has been provided is these increases will continue throughout 2023 & 2024.

In addition to these increases, the Producers have also declared Force Majeure, and have placed product on allocation and order control. Regardless, JCI is confident all customers will receive the products they require, especially for Water Treatment Facilities.

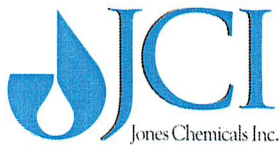
JCI must emphasize that the ECU Producers have total exclusive control of the costs of raw material chlorine and caustic soda (bleach), and of the allocated amounts delivered to JCI. The other significant increases in costs of business JCI continues to incur, including packaging chlorine in containers, manufacturing bleach, transportation, wages and benefits, insurance, etc. have not been associated with the quarterly price increases.

It remains JCI’s hope that as in the past 93 years of business, our customers will trust JCI to do our level best to provide products and services to all our customers.

Sincerely,

***JCI Jones Chemicals, Inc.***

*Corporate Offices* • 1765 Ringling Blvd. • Sarasota, Florida 34236 • *telephone:* 941.330.1537 • *facsimile:* 941.330.9657 • 800.477.1078  
*Branch Locations* • Warwick, NY • Caledonia, NY • Barberton, OH • Riverview, MI • Merrimack, NH • Charlotte, NC  
Jacksonville, FL • Beech Grove, IN • Milford, VA • Tacoma, WA • Torrance, CA  
[www.jcichemicals.com](http://www.jcichemicals.com)



## **BID EXCEPTIONS**

### **1. Service Agreement #6. Consultant's Books and Records- A & B**

a. Consultant shall keep and shall preserve for four (4) years after final completion of the project, accurate and detailed records of all ledgers, books of account, invoices, vouchers, cancelled checks, and other documents or records evidencing or relating to the work, services and disbursements charged to the District under this Agreement (collectively, "Books and Records"). Any and all Books and Records must be maintained in accordance with generally accepted accounting principles and must be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Consultant under this Agreement. During such four (4) year period, Consultant shall give the District and its agents, during normal business hours, access to such Books and Records. The District and its agents shall have the right to make copies of any of the said Books and Records.

b. Where the District has reason to believe that any of the Books and Records required to be maintained by this section may be lost or discarded due to dissolution or termination of Consultant's business, the District may, by written request, require that custody of such Books and Records be given to a person or entity mutually agreed upon and such Books and Records thereafter shall be maintained by such person or entity at Consultant's expense. Access to the Books and Records shall be granted to the District and its representatives.

**JCI will follow our internal policies & procedures regarding retention, disclosure, and non-disclosure of records, many of which are classified as privileged, confidential, and/or are prohibited from public disclosure.**



**JCI Jones Chemicals Inc.  
Response For Valley Sanitary District  
Request For Proposal 2023-RFP-008  
Supply & Delivery of Bulk Chemicals**

A: Cover Letter:

JCI Jones Chemicals Inc. understands the types of services contemplated.

All the items listed in the scope of services required by Valley Sanitary District is what JCI Jones Chemicals Inc., Torrance has been providing to numerous wastewater facilities in Southern California for over 60+ years.

JCI Jones Chemicals Inc.  
1401 Del Amo Blvd., Torrance, CA 90501  
Contact: Tim Ross and Cris Blomgren  
Phone: 310-523-1629  
Fax: 310-523-2944

Individuals authorized to represent JCI Jones Chemicals and bind the firm contractually:

Tim Ross, Vice President West Coast / Branch Manager  
1401 Del Amo Blvd., Torrance, CA 90501  
Phone: 310-523-1629 Ext. 265  
Fax: 310-523-2944  
E-Mail: [torrance@jcichem.com](mailto:torrance@jcichem.com) ; [tross@jcichem.com](mailto:tross@jcichem.com)

Cris Blomgren, Office Manager / Sales Coordinator  
1401 Del Amo Blvd., Torrance, CA 90501  
Phone: 310-523-1629 Ext. 261  
Fax: 310-523-2944  
E-Mail: [torrance@jcichem.com](mailto:torrance@jcichem.com) ; [cblomgren@jcichem.com](mailto:cblomgren@jcichem.com)



B: Statement of Qualifications:

Executive Summary, Qualifications and Experience:

JCI Jones Chemicals is dedicated to preserving and promoting the safety and purity of our world's most valuable natural resource: water. No other element on earth is as vital to the preservation of life than water. This is why safe, reliable drinking water should be available to all mankind for the uses society demands and returned to the environment in an ecologically responsible manner.

JCI Jones Chemicals Inc. has been in operation for 93 years. JCI Jones Chemicals Inc Torrance CA. is one of the eleven JCI Jones Chemicals Inc. facilities located throughout the United States. Torrance, CA Operation has been providing water treatment chemicals - primarily chlorine and chlorine related products within California for over 60 years.

JCI Jones Chemicals Inc Torrance over the past 10 years has supplied in excess of 259,000,000 gallons 12.5% Sodium Hypochlorite for water treatment to Southern California Municipalities. Including City and County of San Diego, West Basin Municipal Water District, City of Santa Barbara and Inland Empire Utilities Agency.

Sodium Hypochlorite is just one of the many products JCI Jones Chemicals Inc. provides to Southern California municipalities. Each year JCI Torrance also supplies Sodium Bisulfite 25% in excess of 1.5 million gallons.

JCI Jones Chemicals Inc. customers have always found that our quality of service and product to be second to none. Our customers know that JCI products are delivered on time and meet and exceed all NSF/UL/AWWA standards.

3. Evidence of California Licensing:

Please see attached copies of business licenses.



# Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

**Entity Name:** JCI JONES CHEMICALS, INC.  
**Entity No.:** 1857331  
**Registration Date:** 04/30/1993  
**Entity Type:** Stock Corporation - Out of State - Stock  
**Formed In:** NEW YORK  
**Status:** Active

The above referenced entity is active on the Secretary of State's records and is qualified to transact intrastate business in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California this day of January 20, 2023.

**SHIRLEY N. WEBER, PH.D.**  
Secretary of State

**Certificate No.:** 075138224

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at [bizfileOnline.sos.ca.gov](http://bizfileOnline.sos.ca.gov).



# CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE

THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED  
BUSINESS TAX

ISSUED: 3/19/2012

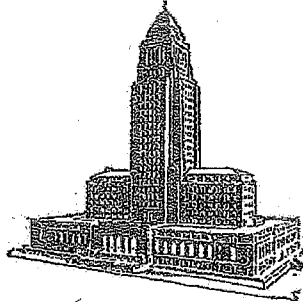
| ACCOUNT NO.       | FUND/CLASS | DESCRIPTION     | STARTED    | STATUS |
|-------------------|------------|-----------------|------------|--------|
| 0000423563-0001-1 | L042       | Wholesale Sales | 03/01/1956 | Active |

1  
DIREC  
TO

JCI JONES CHEMICALS INC

1401 DEL AMO BOULEVARD  
TORRANCE, CA 90501-1630

1765 RINGLING BLVD  
SARASOTA, FL 34236-6873



ISSUED BY:

*Antoinette D. Christaule*

DIRECTOR OF FINANCE

NOTIFY THE OFFICE OF FINANCE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS  
FORM 2000 (rev. 6/01) IMPORTANT - READ REVERSE SIDE

P.O. BOX 53200, LOS ANGELES CA 90053-0200



CITY OF INDIO  
 100 CIVIC CENTER MALL  
 INDIO, CALIFORNIA 92201

2023

Business License

BUSINESS LOCATION

BUSINESS NAME & MAILING ADDRESS

JCI JONES CHEMICALS INC  
 JCI JONES CHEMICALS INC  
 1765 RINGLING BLVD  
 SARASOTA, FL 34236

License Number 28319  
 Issue Date 04/23/2023  
 Expiration Date 04/23/2024  
 Category BUSINESS SERVICES  
 Type DISTRIBUTIONS  
 NAICS 3589  
 Business Account Number 26740  
 Business Phone Number 941-330-1537  
 Parcel Number

*Yocena Lopez*  
 Business License Officer

Please Post in a Conspicuous Place  
 LICENSE



CITY OF INDIO  
 100 CIVIC CENTER MALL  
 INDIO, CALIFORNIA 92201

2023

Business License

BUSINESS LOCATION

BUSINESS NAME & MAILING ADDRESS

JCI JONES CHEMICALS INC  
 JCI JONES CHEMICALS INC  
 1765 RINGLING BLVD  
 SARASOTA, FL 34236

License Number 28319  
 Issue Date 04/23/2023  
 Expiration Date 04/23/2024  
 Category BUSINESS SERVICES  
 Type DISTRIBUTIONS  
 NAICS 3589  
 Business Account Number 26740  
 Business Phone Number 941-330-1537  
 Parcel Number

*Yocena Lopez*  
 Business License Officer



4. References:

City of San Diego  
1200 Third Avenue, Suite 200, San Diego, CA 92101  
Vanessa Delgado  
Phone: 619-236-6248  
Supply & Deliver Sodium Hypochlorite, Sodium Hydroxide and Chlorine  
Currently have been awarded bid business on and off for 20+ years.

City of Santa Barbara  
310 E. Ortega Street, Santa Barbara, CA 93101  
William Hornung  
Phone: 805-564-5349  
Supply & Deliver Sodium Hypochlorite  
Currently have been awarded bid business on and off for 10+ years.

West Basin Municipal Water District  
17140 S. Avalon Blvd., Suite 210, Carson, CA 90746  
Joanna Garcia-Singleton  
Phone: 310-660-6207  
Supply & Deliver Sodium Bisulfite and Sodium Hydroxide  
Currently have been awarded bid business on and off for 20+ years.

City of San Luis Obispo  
990 Palm Street, San Luis Obispo, CA 934001  
Daniel Clancy  
Phone: 805-781-7510  
Supply & Deliver Sodium Hypochlorite and Sodium Bisulfite  
Currently have been awarded bid business on and off for 10+ years.



5. Subcontractors: None.

C. Proposed Method to Accomplish the Work:

Provide JCI Jones Chemicals Inc. manufactured Sodium Hypochlorite 12.5% and Sodium Bisulfite 25% that is produced within the guidelines set forth by NSF/ANSI 60.

Sodium Hypochlorite 12.5% produced at JCI Torrance facility uses only NSF/ANSI 60 certified Sodium Hydroxide and Chlorine.

Sodium Bisulfite 25% produced at JCI Torrance facility uses only NSF/ANSI 60 certified Sodium Hydroxide and Sulfur Dioxide.

Both JCI Jones Chemicals Inc. Sodium Hypochlorite 12.5% and Sodium Bisulfite 25% are transported to the customer using JCI Jones Chemicals Inc. fleet of trucks and trailers driven by JCI Jones Chemicals Inc. drivers.

D. Certification of Proposal:

The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to VSD in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.

E. Sealed Fee Proposal:

Sodium Bisulfite 25% - \$1.56 / Gallon \*

\* Price is subject to change Quarterly upon 30 days written notice.  
Price is Plus California Sales Tax

Sodium Hypochlorite 12.5% - \$1.9319 / Gallon \*

\* Price is subject to change Quarterly upon 30 days written notice.  
Price is Plus California Sales Tax  
Price is Plus California Mill Assessment

Ferric Chloride 37-42% - No Bid

# CERTIFICATE OF COMPLIANCE

**Certificate Number** 20140801 – MH18026  
**Report Reference** MH18026 - 20020502  
**Issue Date** 2014-AUGUST-01

**Issued to:** JCI JONES CHEMICALS INC  
1765 RINGLING BLVD  
SARASOTA, FL 34236 USA

**This is to certify that representative samples of** Drinking Water Treatment Chemicals  
"Sodium Bisulfite 25-40%"

Plant at: Torrance, CA



| Product                   | Maximum Use Level, mg/L |
|---------------------------|-------------------------|
| "Sodium Bisulfite 25-40%" | 45                      |

Have been investigated by UL in accordance with the Standard(s) indicated on this Certificate.

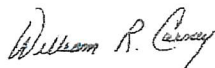
**Standard(s) for Safety:** NSF/ANSI 60 (2011), "Drinking Water Treatment Chemicals - Health Effects."

**Additional Information:** See the UL Online Certifications Directory at [www.ul.com/database](http://www.ul.com/database) for additional information

Only those products bearing the UL Classification Mark for the U.S. and Canada should be considered as being covered by UL's Classification and Follow-Up Service and meeting the appropriate U.S. and Canadian requirements.

The UL Classification Mark includes: the UL in a circle symbol:  with the word "CLASSIFIED" (as shown); a control number (may be alphanumeric) assigned by UL; a statement to indicate the extent of UL's evaluation of the product; and the product category name (product identity) as indicated in the appropriate UL Directory. The UL Classification Mark for Canada includes: the UL Classification Mark for Canada:  with the word "CLASSIFIED" (as shown); a control number (may be alphanumeric) assigned by UL; a statement to indicate the extent of UL's evaluation of the product; and the product category name (product identity) in English, French, or English/French as indicated in the appropriate UL Directory.

Look for the UL Classification Mark on the product.



William R. Carney, Director, North American Certification Programs

UL LLC

Any information and documentation involving UL Mark services are provided on behalf of UL LLC (UL) or any authorized licensee of UL. For questions, please contact a local UL Customer Service Representative at [www.ul.com/contactus](http://www.ul.com/contactus)





# SAFETY DATA SHEET



**RESPONSIBLE CARE**  
OUR COMMITMENT TO SUSTAINABILITY

## 1. Identification

|   |  |                |
|---|--|----------------|
| <b>Product identifier</b>                                     | <b>Sodium Bisulfite Solution</b>                               |                |
| <b>Other means of identification</b>                          |  |                |
| <b>SDS number</b>   | 6126001  |                |
| <b>Recommended use</b>  | Dechlorination and preservative                                |                |
| <b>Recommended restrictions</b>                               | None known.  |                |
| <b>Manufacturer/Importer/Supplier/Distributor information</b> |  |                |
| <b>Manufacturer</b>   |  |                |
| <b>Company name</b>   | JCI Jones Chemicals Inc.                                       |                |
| <b>Address</b>  | 1765 Ringling Boulevard<br>Sarasota, FL 34236<br>United States |                |
| <b>Telephone</b>  | General Information:   | 1-800-477-1078 |
| <b>Website</b>  | www.jcichem.com  |                |
| <b>E-mail</b>   | Not available.   |                |
| <b>Emergency phone number</b>                                 | CHEMTREC (USA):  | 1-800-424-9300 |
|   | CHEMTREC (CANADA):   | 1-800-567-7455 |

## 2. Hazard(s) identification

|                              |   |                             |
|------------------------------|---|-----------------------------|
| <b>Physical hazards</b>      | This mixture does not meet the classification criteria according to OSHA HazCom 2012. |                             |
| <b>Health hazards</b>        | Skin corrosion/irritation   | Category 1C                 |
|                              | Serious eye damage/eye irritation   | Category 1                  |
|                              | Sensitization, skin   | Category 1                  |
|                              | Specific target organ toxicity, single exposure                                       | Category 3 narcotic effects |
| <b>Environmental hazards</b> | This mixture does not meet the classification criteria according to OSHA HazCom 2012. |                             |
| <b>OSHA defined hazards</b>  | This mixture does not meet the classification criteria according to OSHA HazCom 2012. |                             |
| <b>Label elements</b>        |   |                             |



|                                |  |
|--------------------------------|--|
| <b>Signal word</b>             | Danger   |
| <b>Hazard statement</b>        | Causes severe skin burns and eye damage. May cause an allergic skin reaction. Causes serious eye damage. May cause drowsiness or dizziness.  |
| <b>Precautionary statement</b> |  |
| <b>Prevention</b>              | Do not breathe mist or vapor. Wash thoroughly after handling. Use only outdoors or in a well-ventilated area. Contaminated work clothing must not be allowed out of the workplace. Wear protective gloves/protective clothing/eye protection/face protection.  |
| <b>Response</b>                | Specific treatment (see this label). If swallowed: Rinse mouth. Do NOT induce vomiting. If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. If skin irritation or rash occurs: Get medical advice/attention. Wash contaminated clothing before reuse. If inhaled: Remove person to fresh air and keep comfortable for breathing. Immediately call a poison center/doctor. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician. |
| <b>Storage</b>                 | Store in a well-ventilated place. Keep container tightly closed. Store locked up.  |
| <b>Disposal</b>                | Dispose of contents/container in accordance with local/regional/national/international regulations.  |

**Hazard(s) not otherwise classified (HNOC)**

No OSHA defined hazard classes. OSHA defined hazard class:  
 May be corrosive to metals. Contact with most metals will generate flammable hydrogen gas.  
 May be harmful if swallowed. May cause respiratory irritation. Ingestion may cause gastrointestinal irritation, nausea, vomiting and diarrhea.

**Supplemental information**

None.

**3. Composition/information on ingredients****Mixtures**

| Chemical name                            | Common name and synonyms                       | CAS number | %       |
|--|--|------------|---------|
| Sodium Bisulfite                         | Sodium hydrogen sulfite<br>Sodium hydrosulfite | 7631-90-5  | 20 - 40 |
| Sodium hydroxide                         | Caustic soda<br>Lye<br>Soda lye                | 1310-73-2  | 1 - 3   |
| Other components below reportable levels |  |            | 60 - 80 |

\*Designates that a specific chemical identity and/or percentage of composition has been withheld as a trade secret.

**4. First-aid measures****Inhalation**

IF INHALED: Remove person to fresh air and keep comfortable for breathing. If breathing is difficult, give oxygen. If breathing stops, provide artificial respiration. Immediately call a POISON CENTER or doctor/physician.

**Skin contact**

IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. Duration of rinsing should be at least 20 minutes. If skin irritation or rash occurs: Get medical advice/attention. Wash contaminated clothing before reuse.

**Eye contact**

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Duration of rinsing should be at least 20 minutes. Call a physician or poison control center immediately.

**Ingestion**

IF SWALLOWED: Call a POISON CENTER or doctor/physician if you feel unwell. Rinse mouth. Do not induce vomiting. Never give anything by mouth to a victim who is unconscious or is having convulsions.

**Most important symptoms/effects, acute and delayed**

May cause allergic skin reaction. May cause drowsiness or dizziness. Symptoms may include pain, headache, nausea, vomiting, dizziness, drowsiness and other central nervous system effects. Causes serious eye damage. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. Causes severe skin irritation. Symptoms may include redness, edema, drying, defatting and cracking of the skin. May cause respiratory irritation. Symptoms may include upper respiratory irritation, coughing, and breathing difficulties.

**Indication of immediate medical attention and special treatment needed**

Immediate medical attention is required. Could cause skin burns and eye damage. Provide general supportive measures and treat symptomatically. This product is a CNS depressant.

**General information**

Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves. Wash contaminated clothing before reuse.

**5. Fire-fighting measures****Suitable extinguishing media**

Water fog. Foam. Dry chemical powder. Carbon dioxide (CO<sub>2</sub>).

**Unsuitable extinguishing media**

Do not use water jet as an extinguisher, as this will spread the fire.

**Specific hazards arising from the chemical**

Toxic fumes, gases or vapors may evolve on burning.

**Special protective equipment and precautions for firefighters**

Firefighters must use standard protective equipment including flame retardant coat, helmet with face shield, gloves, rubber boots, and in enclosed spaces, SCBA.

**Fire fighting equipment/instructions**

Evacuate area and fight fire from a safe distance. Move containers from fire area if you can do so without risk. Do not allow run-off from fire fighting to enter drains or water courses. Dike for water control.

**Specific methods**

Use standard firefighting procedures and consider the hazards of other involved materials.

**General fire hazards**

Not considered flammable.

**Hazardous combustion products**

Sulfur oxides (SO<sub>x</sub>). Sulfur dioxide. Sodium oxides.

## 6. Accidental release measures

|  |  |
|--|--|
| <b>Personal precautions, protective equipment and emergency procedures</b> | Keep unnecessary personnel away. Wear appropriate protective equipment and clothing during clean-up. Do not breathe mist or vapor. Local authorities should be advised if significant spillages cannot be contained. For personal protection, see section 8 of the SDS.  |
| <b>Methods and materials for containment and cleaning up</b>               | Eliminate all ignition sources (no smoking, flares, sparks, or flames in immediate area). Ventilate the contaminated area. Stop leak if you can do so without risk. Dike the spilled material, where this is possible. Absorb spill with vermiculite or other inert material. Pick up and transfer to properly labelled containers. For waste disposal, see section 13 of the SDS. |
| <b>Environmental precautions</b>   | Avoid discharge into drains, water courses or onto the ground.   |

## 7. Handling and storage

|   |  |
|---|--|
| <b>Precautions for safe handling</b>                                | Use only outdoors or in a well-ventilated area. Avoid breathing mist or vapor. Avoid contact with eyes, skin and clothing. Label containers appropriately. Keep containers closed when not in use. Contaminated work clothing must not be allowed out of the workplace. Keep away from incompatibles, refer to section 10. Avoid release to the environment. Wash hands after handling and before eating. Wear protective gloves/clothing and eye/face protection. Persons with recurrent skin eczema or sensitization problems should be excluded from working with this product. Once a person is sensitized, no further exposure to the material that caused the sensitization should be permitted. Once a person is sensitized, no further exposure to the material that caused the sensitization should be permitted. |
| <b>Conditions for safe storage, including any incompatibilities</b> | Store locked up. Keep container tightly closed. Store away from incompatible materials (see Section 10 of the SDS). Store in a cool, dry place out of direct sunlight. Storage area should be clearly identified, clear of obstruction and accessible only to trained and authorized personnel.  |

## 8. Exposure controls/personal protection

### Occupational exposure limits

#### US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000)

| Components                       | Type | Value   |
|----------------------------------|------|---------|
| Sodium hydroxide (CAS 1310-73-2) | PEL  | 2 mg/m3 |

#### US. ACGIH Threshold Limit Values

| Material                       | Type | Value   |
|--------------------------------|------|---------|
| Sodium Bisulfite (CAS Mixture) | TWA  | 5 mg/m3 |

| Components                       | Type | Value   |
|----------------------------------|------|---------|
| Sodium Bisulfite (CAS 7631-90-5) | TWA  | 5 mg/m3 |

|                                  |         |         |
|----------------------------------|---------|---------|
| Sodium hydroxide (CAS 1310-73-2) | Ceiling | 2 mg/m3 |
|----------------------------------|---------|---------|

#### US. NIOSH: Pocket Guide to Chemical Hazards

| Material                       | Type | Value   |
|--------------------------------|------|---------|
| Sodium Bisulfite (CAS Mixture) | TWA  | 5 mg/m3 |

| Components                       | Type | Value   |
|----------------------------------|------|---------|
| Sodium Bisulfite (CAS 7631-90-5) | TWA  | 5 mg/m3 |

|                                  |         |         |
|----------------------------------|---------|---------|
| Sodium hydroxide (CAS 1310-73-2) | Ceiling | 2 mg/m3 |
|----------------------------------|---------|---------|

|  |   |
|--|---|
| <b>Biological limit values</b>   | No biological exposure limits noted for the ingredient(s).  |
| <b>Appropriate engineering controls</b>                                      | Good general ventilation (typically 10 air changes per hour) should be used. Ventilation rates should be matched to conditions. If applicable, use process enclosures, local exhaust ventilation, or other engineering controls to maintain airborne levels below recommended exposure limits. If exposure limits have not been established, maintain airborne levels to an acceptable level. |
| <b>Individual protection measures, such as personal protective equipment</b> |   |
| <b>Eye/face protection</b>   | Wear safety glasses with side shields (or goggles) and a face shield. Provide an emergency eye wash fountain and quick drench shower in the immediate work area.  |
| <b>Skin protection</b>   |   |
| <b>Hand protection</b>   | Wear appropriate chemical resistant gloves. Advice should be sought from glove suppliers.   |



|                                       |  |
|---------------------------------------|--|
| <b>Other</b>                          | Wear suitable protective clothing and eye/face protection.   |
| <b>Respiratory protection</b>         | In case of insufficient ventilation, wear suitable respiratory equipment. Use a NIOSH approved respirator if there is a risk of exposure at levels exceeding the exposure limits. Respirators should be selected based on the form and concentration of contaminants in air, and in accordance with OSHA (29 CFR 1910.134). Seek advice from respiratory protection specialists. |
| <b>Thermal hazards</b>                | Wear appropriate thermal protective clothing, when necessary.  |
| <b>General hygiene considerations</b> | Contaminated work clothing should not be allowed out of the workplace.   |

## 9. Physical and chemical properties

### Appearance

|  |                            |
|--|----------------------------|
| <b>Physical state</b>                          | Liquid.                    |
| <b>Form</b>                                    | Liquid.                    |
| <b>Color</b>                                   | Colorless to light yellow. |
| <b>Odor</b>                                    | Pungent, sulfur-like odor. |
| <b>Odor threshold</b>                          | Not available.             |
| <b>pH</b>                                      | Not available.             |
| <b>Melting point/freezing point</b>            | Not available.             |
| <b>Initial boiling point and boiling range</b> | Decomposes                 |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Flash point</b>               | Does not burn   |
| <b>Evaporation rate</b>          | Not available.  |
| <b>Flammability (solid, gas)</b> | Not applicable. |

### Upper/lower flammability or explosive limits

|                                       |                 |
|---------------------------------------|-----------------|
| <b>Flammability limit - lower (%)</b> | Not applicable. |
| <b>Flammability limit - upper (%)</b> | Not applicable. |
| <b>Explosive limit - lower (%)</b>    | Not available.  |
| <b>Explosive limit - upper (%)</b>    | Not available.  |

|                         |                |
|-------------------------|----------------|
| <b>Vapor pressure</b>   | 32 mm Hg       |
| <b>Vapor density</b>    | 0.62           |
| <b>Relative density</b> | Not available. |

### Solubility(ies)

|  |                |
|--|----------------|
| <b>Solubility (water)</b>                      | Soluble        |
| <b>Partition coefficient (n-octanol/water)</b> | Not available. |

**Auto-ignition temperature** Not applicable.

**Decomposition temperature** Not available.

**Viscosity** Not available.

### Other information

|                               |                                     |
|-------------------------------|-------------------------------------|
| <b>Explosive properties</b>   | Not explosive.                      |
| <b>Molecular formula</b>      | H <sub>2</sub> O <sub>3</sub> -S.Na |
| <b>Oxidizing properties</b>   | No oxidizing properties.            |
| <b>pH in aqueous solution</b> | 3.5 - 5.5                           |
| <b>Specific gravity</b>       | 1.24                                |

## 10. Stability and reactivity

**Reactivity** The product is stable and non-reactive under normal conditions of use, storage and transport.

**Chemical stability** Material is stable under normal conditions. Decomposes on heating.

**Possibility of hazardous reactions** Hazardous polymerization does not occur. No dangerous reaction known under conditions of normal use.

|   |  |
|---|--|
| <b>Conditions to avoid</b>              | Contact with incompatible materials. Exposure to air. Keep away from heat, sparks and open flame. Elevated temperatures. Keep away from direct sunlight. Do not use in areas without adequate ventilation. |
| <b>Incompatible materials</b>           | Strong oxidizing agents. Strong acids. Metals.   |
| <b>Hazardous decomposition products</b> | None known, refer to hazardous combustion products in Section 5.   |

## 11. Toxicological information

### Information on likely routes of exposure

|   |  |
|---|--|
| <b>Inhalation</b>   | Inhalation of dusts may cause respiratory irritation. May cause central nervous system effects.  |
| <b>Skin contact</b>                                       | Causes severe skin irritation. May cause an allergic skin reaction.  |
| <b>Eye contact</b>  | Causes serious eye damage.   |
| <b>Ingestion</b>  | Ingestion may cause gastrointestinal irritation, nausea, vomiting and diarrhea.  |
| <b>Most important symptoms/effects, acute and delayed</b> | May cause allergic skin reaction. May cause drowsiness or dizziness. Symptoms may include pain, headache, nausea, vomiting, dizziness, drowsiness and other central nervous system effects. Causes serious eye damage. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. Causes severe skin irritation. Symptoms may include redness, edema, drying, defatting and cracking of the skin. May cause respiratory irritation. Symptoms may include upper respiratory irritation, coughing, and breathing difficulties. |

### Information on toxicological effects

**Acute toxicity** The below product data is the calculated ATE values for this mixture. Individual ingredient component data appears below the product mixture ATE values.

| Product                          | Species        | Test Results                |
|----------------------------------|----------------|-----------------------------|
| Sodium Bisulfite (CAS Mixture)   |                |                             |
| <b>Acute</b>                     |                |                             |
| <i>Oral</i>                      | Rat            | 3550 mg/kg (Calculated ATE) |
| <b>Components</b>                | <b>Species</b> | <b>Test Results</b>         |
| Sodium Bisulfite (CAS 7631-90-5) |                |                             |
| <b>Acute</b>                     |                |                             |
| <i>Dermal</i>                    | Rabbit         | No Data in Literature       |
| <i>Inhalation</i>                | Rat            | No Data in Literature       |
| <i>Oral</i>                      | Rat            | 1420 mg/kg                  |
| Sodium hydroxide (CAS 1310-73-2) |                |                             |
| <b>Acute</b>                     |                |                             |
| <i>Dermal</i>                    |                |                             |
| LD50                             | Rabbit         | No Data in Literature       |
| <i>Inhalation</i>                |                |                             |
| LC50                             | Rat            | No Data in Literature       |
| <i>Oral</i>                      |                |                             |
| LD50                             | Rat            | No Data in Literature       |

|  |  |
|--|--|
| <b>Skin corrosion/irritation</b>         | Hazardous by OSHA criteria. Skin corrosion/irritation - Category 1<br>Causes severe skin burns and eye damage.   |
| <b>Serious eye damage/eye irritation</b> | Hazardous by OSHA criteria. Serious eye damage/eye irritation - Category 1<br>Causes serious eye damage.         |
| <b>Respiratory or skin sensitization</b> |  |
| <b>Respiratory sensitization</b>         | This product is not expected to cause respiratory sensitization.   |
| <b>Skin sensitizer</b>                   | Hazardous by OSHA criteria. Skin Sensitization - Category 1. May cause an allergic skin reaction.                |
| <b>Germ cell mutagenicity</b>            | No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic. |

**Carcinogenicity** This product is not considered to be a carcinogen by IARC, ACGIH, NTP, or OSHA.

**IARC Monographs. Overall Evaluation of Carcinogenicity**

Sodium Bisulfite (CAS 7631-90-5) 3 Not classifiable as to carcinogenicity to humans.

**OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)**

Not listed.

**Reproductive toxicity** This product is not expected to cause reproductive or developmental effects.

**Specific target organ toxicity - single exposure** Hazardous by OSHA criteria. Specific Target Organ Toxicity (STOT), Single Exposure: Category 3 . May cause drowsiness or dizziness.

**Specific target organ toxicity - repeated exposure** Not classified as a specific target organ toxicity -repeated exposure.

**Aspiration toxicity** Not expected to be an aspiration hazard.

**Chronic effects** Prolonged inhalation may be harmful. None known or reported by the manufacturer.

## 12. Ecological information

**Ecotoxicity** The product is not classified as environmentally hazardous. However, this does not exclude the possibility that large or frequent spills can have a harmful or damaging effect on the environment.

| Components                       | Species | Test Results  |
|----------------------------------|---------|---|
| Sodium Bisulfite (CAS 7631-90-5) |         |   |
| <b>Aquatic</b>                   |         |   |
| Fish                             | LC50    | Western mosquitofish ( <i>Gambusia affinis</i> ) 240 mg/l, 96 hours |
| Sodium hydroxide (CAS 1310-73-2) |         |   |
| <b>Aquatic</b>                   |         |   |
| <i>Acute</i>                     |         |   |
| Crustacea                        | EC50    | Water flea ( <i>Ceriodaphnia dubia</i> ) 40 mg/l, 48 hours          |
| Fish                             | LC50    | Western mosquitofish ( <i>Gambusia affinis</i> ) 125 mg/l, 96 hours |

**Persistence and degradability** Product is non-biodegradable, since it is an inorganic mineral product.

**Bioaccumulative potential** No data available.

**Mobility in soil** High water solubility indicates a high mobility in soil.

**Other adverse effects** No other adverse environmental effects (e.g. ozone depletion, photochemical ozone creation potential, endocrine disruption, global warming potential) are expected from this component.

## 13. Disposal considerations

**Disposal instructions** Collect and reclaim or dispose in sealed containers at licensed waste disposal site. Dispose of contents/container in accordance with local/regional/national/international regulations.

**Local disposal regulations** Dispose in accordance with all applicable regulations.

**Hazardous waste code** The waste code should be assigned in discussion between the user, the producer and the waste disposal company.

**Waste from residues / unused products** Dispose of in accordance with local regulations. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe manner (see: Disposal instructions).

**Contaminated packaging** Empty containers should be taken to an approved waste handling site for recycling or disposal. Since emptied containers may retain product residue, follow label warnings even after container is emptied.

## 14. Transport information

### DOT

|                                     |   |
|-------------------------------------|---|
| <b>UN number</b>                    | UN2693  |
| <b>UN proper shipping name</b>      | Bisulfites, aqueous solutions, n.o.s. (Sodium Bisulfite RQ = 5000)      |
| <b>Transport hazard class(es)</b>   |   |
| <b>Class</b>                        | 8   |
| <b>Subsidiary risk</b>              | -   |
| <b>Label(s)</b>                     | 8   |
| <b>Packing group</b>                | III   |
| <b>Special precautions for user</b> | Read safety instructions, SDS and emergency procedures before handling. |
| <b>Special provisions</b>           | IB3, T7, TP1, TP28  |

Packaging exceptions 154  
Packaging non bulk 203  
Packaging bulk 241

**IATA**

UN number UN2693  
UN proper shipping name Bisulfites, aqueous solution, n.o.s. (Sodium Bisulfite)  
Transport hazard class(es)  
Class 8  
Subsidiary risk -  
Packing group III  
Environmental hazards No.  
ERG Code 8L  
Special precautions for user Read safety instructions, SDS and emergency procedures before handling.  
Other information  
Passenger and cargo aircraft Allowed.  
Cargo aircraft only Allowed.

**IMDG**

UN number UN2693  
UN proper shipping name Bisulfites, AQUEOUS SOLUTION, N.O.S. (Sodium Bisulfite)  
Transport hazard class(es)  
Class 8  
Subsidiary risk -  
Packing group III  
Environmental hazards  
Marine pollutant No.  
EmS F-A, S-B  
Special precautions for user Read safety instructions, SDS and emergency procedures before handling.  
Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code Not established.

**DOT**



**IATA; IMDG**



**15. Regulatory information**

**US federal regulations** This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.  
All components are on the U.S. EPA TSCA Inventory List.

**TSCA Section 12(b) Export Notification (40 CFR 707, Subpt. D)**

Not regulated.

**CERCLA Hazardous Substance List (40 CFR 302.4)**

Sodium Bisulfite (CAS 7631-90-5) Listed.  
 Sodium hydroxide (CAS 1310-73-2) Listed.

**SARA 304 Emergency release notification**

Not regulated.

**OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)**

Not listed.

**Superfund Amendments and Reauthorization Act of 1986 (SARA)**

**Hazard categories**  
 Immediate Hazard - Yes  
 Delayed Hazard - No  
 Fire Hazard - No  
 Pressure Hazard - No  
 Reactivity Hazard - No

**SARA 302 Extremely hazardous substance**

Not listed.

**SARA 311/312 Hazardous chemical** No

**SARA 313 (TRI reporting)**

Not regulated.

**Other federal regulations****Clean Air Act (CAA) Section 112 Hazardous Air Pollutants (HAPs) List**

Not regulated.

**Clean Air Act (CAA) Section 112(r) Accidental Release Prevention (40 CFR 68.130)**

Not regulated.

**Clean Water Act (CWA) Section 112(r) (40 CFR 68.130)** Hazardous substance

**Safe Drinking Water Act (SDWA)** Not regulated.

**US state regulations****US. California Controlled Substances. CA Department of Justice (California Health and Safety Code Section 11100)**

Not listed.

**US. Massachusetts RTK - Substance List**

Sodium Bisulfite (CAS 7631-90-5)  
 Sodium hydroxide (CAS 1310-73-2)

**US. New Jersey Worker and Community Right-to-Know Act**

Sodium Bisulfite (CAS 7631-90-5)  
 Sodium hydroxide (CAS 1310-73-2)

**US. Pennsylvania Worker and Community Right-to-Know Law**

Sodium Bisulfite (CAS 7631-90-5)  
 Sodium hydroxide (CAS 1310-73-2)

**US. Rhode Island RTK**

Sodium Bisulfite (CAS 7631-90-5)  
 Sodium hydroxide (CAS 1310-73-2)

**US. California Proposition 65**

California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65): This material is not known to contain any chemicals currently listed as carcinogens or reproductive toxins.

**International Inventories**

| Country(s) or region | Inventory name   | On inventory (yes/no)* |
|----------------------|--|------------------------|
| Australia            | Australian Inventory of Chemical Substances (AICS)                     | Yes                    |
| Canada               | Domestic Substances List (DSL)   | Yes                    |
| Canada               | Non-Domestic Substances List (NDSL)                                    | No                     |
| China                | Inventory of Existing Chemical Substances in China (IECSC)             | Yes                    |
| Europe               | European Inventory of Existing Commercial Chemical Substances (EINECS) | Yes                    |
| Europe               | European List of Notified Chemical Substances (ELINCS)                 | No                     |

| Country(s) or region        | Inventory name  | On inventory (yes/no)* |
|-----------------------------|---|------------------------|
| Japan                       | Inventory of Existing and New Chemical Substances (ENCS)          | Yes                    |
| Korea                       | Existing Chemicals List (ECL)                                     | Yes                    |
| New Zealand                 | New Zealand Inventory   | Yes                    |
| Philippines                 | Philippine Inventory of Chemicals and Chemical Substances (PICCS) | Yes                    |
| United States & Puerto Rico | Toxic Substances Control Act (TSCA) Inventory                     | Yes                    |

\*A "Yes" indicates that all components of this product comply with the inventory requirements administered by the governing country(s)

A "No" indicates that one or more components of the product are not listed or exempt from listing on the inventory administered by the governing country(s).

## 16. Other information, including date of preparation or last revision

**Issue date** 3-3-2015

**Version #** 01

### List of abbreviations

ACGIH: American Conference of Governmental Industrial Hygienists  
CAS: Chemical Abstract Services  
CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act  
DOT: Department of Transportation  
EC: Effective Concentration  
HMIS: Hazardous Materials Identification System  
HSDB: Hazardous Substances Data Bank  
IARC: International Agency for Research on Cancer  
IATA: International Air Transport Association  
IBC Code: International Code for the Construction and Equipment of Ships carrying Dangerous Chemicals in Bulk  
ICAO: International Civil Aviation Organisation  
IMDG: International Maritime Dangerous Goods  
LC: Lethal Concentration  
LD: Lethal Dose  
MARPOL: Marine Pollution  
NFPA: National Fire Protection Association  
NIOSH: National Institute for Occupational Safety and Health  
NOEC: No Observable Effect Concentration  
NTP: National Toxicology Program  
OECD: Organization for Economic Co operation and Development  
OEL: National Occupational Exposure Limits  
OSHA: Occupational Safety and Health Administration  
PPE: Personal Protective Equipment  
RCRA: Resource Conservation and Recovery Act  
RQ: Reportable Quantity  
RTECS: Registry of Toxic Effects of Chemical Substances  
RTK: Right to Know  
SARA: Superfund Amendments and Reauthorization Act  
SDS: Safety Data Sheet  
STEL: Short Term Exposure Limit  
TSCA: Toxic Substances Control Act  
TWA: Time Weighted Average  
VOC: Volatile Organic Compounds  
WEL: Workplace Exposure Limit

**Disclaimer**

Prepared by: ICC The Compliance Center Inc. 1-888-442-9628  
<http://www.thecompliancecenter.com>

**Disclaimer**

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This Safety Data Sheet may not be changed, or altered in any way without the expressed knowledge and permission of ICC The Compliance Center Inc. and JCI Jones Chemicals Inc. JCI Jones Chemicals Inc. cannot anticipate all conditions under which this information and its product, or the products of other manufacturers in combination with its product, may be used. It is the user's responsibility to ensure safe conditions for handling, storage and disposal of the product, and to assume liability for loss, injury, damage or expense due to improper use. The information in the sheet was written based on the best knowledge and experience currently available.

**Bibliography**

Canadian Centre for Occupational Health and Safety, CCIInfoWeb Databases, 2014  
(Chempendium, RTECs, HSDB, INCHEM)  
European Chemicals Agency, Classification Legislation, 2014.  
Material Safety Data Sheet from manufacturer.  
OECD - The Global Portal to Information on Chemical Substances - eChemPortal, 2014.

JCI JONES CHEMICALS, INC.  
 Product Specification  
Sodium Bisulfite, 25% - 27%

|  |                    | <u>SPECIFICATION</u> |
|--|--------------------|----------------------|
| Sodium Bisulfite (w/w%)                    | NaHSO <sub>3</sub> | 25.0 - 27.0          |
| Sulfur Dioxide (lb/gal)                    | SO <sub>2</sub>    | 1.50 - 1.70          |
| Specific Gravity @ 60°F (15.6°C)           |                    | 1.190 - 1.210        |
| Density of Solution (lb/gal) @ 77°F (25°C) |                    | 10.4 - 11.5          |

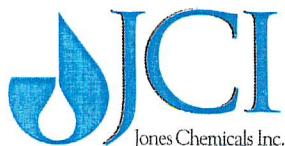
NOTE: Always read and follow the product label and Safety Data Sheet (SDS).

Description

This product is a water solution of sodium metabisulfite. A clear, free flowing liquid; light green to colorless with a pungent aroma. Ingredients include water, caustic soda, sulfur dioxide and trace metallic and inorganic salt compounds.

This specification is based on mathematical calculation and historical product variability. JCI Jones Chemicals, Inc. does not make any expressed or implied warranty that all future production will demonstrate or continue to possess these properties.





JCI copy

JCI Jones Chemicals, Inc.  
CERTIFICATION OF ANALYSIS  
SODIUM BISULFITE SOLUTION

Lot Number: 9-9-2023

Sampling Location: Make Vat

Titrate Sodium Bisulfite (NaHSO<sub>3</sub>) (wt. %) 25 %

PH 5.60

Specific Gravity @ 60° F (15.6° C) 1.198

Physical form and Color: clear liquid

Jaime Valles  
Authorized Quality Representative

BOL Number: 686882  
WEST BASIN MWD

Always read and follow the product label and Safety Data Sheet (SDS)

Description

This product is a water solution of sodium metabisulfite. Ingredients include water, caustic soda, sulfur dioxide and trace metallic and inorganic salt compounds.

Rev. 02/24/2017

**JCI JONES CHEMICALS, INC.**  
**Product Specification**  
**Sunny Sol® 150 (FILTERED)**

|                                  |                                 | <b>SPECIFICATION</b> |                |                |
|----------------------------------|---------------------------------|----------------------|----------------|----------------|
|                                  |                                 | <u>MINIMUM</u>       | <u>TYPICAL</u> | <u>MAXIMUM</u> |
| <u>Sodium Hypochlorite</u>       |                                 |                      |                |                |
| Weight Percent                   |                                 | 12.5                 | 14.0           | 15.6           |
| <u>Excess Sodium Hydroxide</u>   |                                 |                      |                |                |
| Weight Percent                   |                                 | 0.1                  | 0.6            | 2.0            |
| Grams/Liter                      |                                 | 1.2                  | 7.7            | 25.0           |
| <u>Available Chlorine</u>        |                                 |                      |                |                |
| Weight Percent                   |                                 | 11.9                 | 13.3           | 14.8           |
| Trade (Volume) Percent           |                                 | 14.2                 | 16.1           | 18.5           |
| Grams/Liter                      |                                 | 142                  | 161.4          | 185            |
| Specific Gravity @ 68°F (20°C)   |                                 | 1.196                | 1.211          | 1.249          |
| Weight of Solution @ 68°F (20°C) |                                 | 10.0                 | 10.1           | 10.4           |
| <u>Inert Ingredients</u>         |                                 |                      |                | <u>MAXIMUM</u> |
| Sodium Carbonate                 | Na <sub>2</sub> CO <sub>3</sub> |                      |                | 0.5% wt.       |
| Sodium Chloride                  | NaCl                            |                      |                | 12.5% wt.      |
| <u>Metals</u>                    |                                 |                      |                | <u>MAXIMUM</u> |
| Arsenic                          | As                              |                      |                | <0.500 mg/L    |
| Barium                           | Ba                              |                      |                | <0.050 mg/L    |
| Cadmium                          | Cd                              |                      |                | <0.050 mg/L    |
| Chromium                         | Cr                              |                      |                | <0.050 mg/L    |
| Cobalt                           | Co                              |                      |                | <0.050 mg/L    |
| Copper                           | Cu                              |                      |                | <0.050 mg/L    |
| Iron                             | Fe                              |                      |                | <0.050 mg/L    |
| Manganese                        | Mn                              |                      |                | <0.050 mg/L    |
| Nickel                           | Ni                              |                      |                | <0.050 mg/L    |
| Selenium                         | Se                              |                      |                | <0.500 mg/L    |
| Silver                           | Ag                              |                      |                | <0.050 mg/L    |
| Mercury                          | Hg                              |                      |                | <0.005 mg/L    |

NOTE: Always read and follow the product label and Safety Data Sheet (SDS).

(Continued on next page)

JCI JONES CHEMICALS, INC.  
Product Specification  
Sunny Sol® 150 (FILTERED)

Description

This product is a water solution of sodium hypochlorite. Inert ingredients, other than water and salt, include trace metallic and inorganic salt contaminants from raw materials and natural decomposition products. This product is registered with the USEPA (EPA Registration Number: 1744-20001), has USDA approvals 3D, B1, D2, L1 and Q4, meets ANSI/AWWA Standard B300-10, meets the FDA requirements of 21 CFR 178.1010, and meets the requirements of ANSI/NSF Standard 60 (Maximum Use Level: 80 mg/L).

This specification is based on registration requirements, mathematical calculation and historical product variability. JCI Jones Chemicals, Inc. does not make any expressed or implied warranty that future production will demonstrate or continue to possess typical properties.



# SAFETY DATA SHEET



**RESPONSIBLE CARE**  
OUR COMMITMENT TO SUSTAINABILITY

## 1. Identification

|                               |   |                        |
|-------------------------------|---|------------------------|
| Product identifier            | Sunny Sol® 150  |                        |
| Other means of identification |   |                        |
| SDS number                    | 1201001   |                        |
| Synonyms                      | Sodium Hypochlorite Solution, Bleach.   |                        |
| Recommended use               | Disinfection of Drinking Water, Sewage & Wastewater Effluent Treatment, Swimming Pool Water Disinfection. Please contact JCI Jones Chemicals, Inc. for additional recommended uses. |                        |
| Recommended restrictions      | None known.   |                        |
| Company name                  | JCI Jones Chemicals, Inc.   |                        |
| Address                       | 1765 Ringling Boulevard<br>Sarasota, FL 34236   |                        |
| General Information           |   |                        |
| Telephone                     | (800) 477-1078  |                        |
| Website                       | www.jcichem.com   |                        |
| Emergency phone number        | US: 1-800-424-9300  | Canada: 1-800-567-7455 |

## 2. Hazard(s) identification

|                       |  |   |
|-----------------------|--|---|
| Physical hazards      | Corrosive to metals                                    | Category 1                              |
| Health hazards        | Skin corrosion/irritation                              | Category 1                              |
|                       | Serious eye damage/eye irritation                      | Category 1                              |
|                       | Specific target organ toxicity, single exposure        | Category 3 respiratory tract irritation |
| Environmental hazards | Hazardous to the aquatic environment, acute hazard     | Category 1                              |
|                       | Hazardous to the aquatic environment, long-term hazard | Category 2                              |
| OSHA defined hazards  | Not classified.  |   |
| Label elements        |  |   |



|                         |  |  |
|-------------------------|--|--|
| Signal word             | Danger   |  |
| Hazard statement        | May be corrosive to metals. Causes severe skin burns and eye damage. May cause respiratory irritation. Very toxic to aquatic life. Toxic to aquatic life with long lasting effects.  |  |
| Precautionary statement |  |  |
| Prevention              | Wear protective gloves/protective clothing/eye protection/face protection. Do not breathe mist or vapor. Use only outdoors or in a well-ventilated area. Wash thoroughly after handling. Keep only in original container. Avoid release to the environment.  |  |
| Response                | If swallowed: Rinse mouth. Do NOT induce vomiting. If inhaled: Remove person to fresh air and keep comfortable for breathing. If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a poison center/doctor. Wash contaminated clothing before reuse. Absorb spillage to prevent material damage. Collect spillage. |  |
| Storage                 | Store in a well-ventilated place. Keep container tightly closed. Store locked up. Store in corrosive resistant container with a resistant inner liner.   |  |

Disposal Dispose of contents/container in accordance with local/regional/national/international regulations.  
 Hazard(s) not otherwise classified (HNOC) None known.  
 Supplemental information Contact with acids liberates toxic gas.

### 3. Composition/information on ingredients

#### Mixtures

| Chemical name       | CAS number | %           |
|---------------------|------------|-------------|
| Sodium hypochlorite | 7681-52-9  | 12.5 - 15.6 |
| Sodium hydroxide    | 1310-73-2  | 0.1 - 2.0   |

### 4. First-aid measures

**Inhalation** Move to fresh air. Call a physician if symptoms develop or persist.  
**Skin contact** Take off immediately all contaminated clothing. Wash off IMMEDIATELY with plenty of water for at least 15-20 minutes. Get medical attention immediately. Wash contaminated clothing before reuse. Call a physician or poison control center immediately.  
**Eye contact** Immediately flush eyes with plenty of water for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention immediately.  
**Ingestion** Call a physician or poison control center immediately. Rinse mouth. Do not induce vomiting. If vomiting occurs, keep head low so that stomach content doesn't get into the lungs.  
**Most important symptoms/effects, acute and delayed** Corrosive effects. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. Permanent eye damage including blindness could result.  
**Indication of immediate medical attention and special treatment needed** Treat symptomatically. Chemical burns: Flush with water immediately. While flushing, remove clothes which do not adhere to affected area. Call an ambulance. With eye exposure, continue flushing during transport to hospital.  
**General information** Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves. Show this safety data sheet to the doctor in attendance.

### 5. Fire-fighting measures

**Suitable extinguishing media** Water fog. Foam. Dry chemical powder. Carbon dioxide (CO2).  
**Unsuitable extinguishing media** Do not use water jet as an extinguisher, as this will spread the fire. Do not use dry extinguishing media that contains ammonium compounds.  
**Specific hazards arising from the chemical** During fire, gases hazardous to health may be formed.  
**Special protective equipment and precautions for firefighters** Self-contained breathing apparatus and full protective clothing must be worn in case of fire.  
**Fire-fighting equipment/instructions** In case of fire and/or explosion do not breathe fumes. Use standard firefighting procedures and consider the hazards of other involved materials.  
**General fire hazards** No unusual fire or explosion hazards noted.

### 6. Accidental release measures

**Personal precautions, protective equipment and emergency procedures** Keep unnecessary personnel away. Wear appropriate personal protective equipment. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Absorb spillage to prevent material damage. Local authorities should be advised if significant spillages cannot be contained. For personal protection, see Section 8 of the SDS.  
**Methods and materials for containment and cleaning up** Large Spills: Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible. Absorb in vermiculite, dry sand or earth and place into containers. Following product recovery, flush area with water.  
 Small Spills: Wipe up with absorbent material (e.g. cloth, fleece). Clean surface thoroughly to remove residual contamination.  
**Environmental precautions** Never return spills in original containers for re-use. For waste disposal, see Section 13 of the SDS. Do not discharge into drains, water courses or onto the ground. Environmental manager must be informed of all major releases.

### 7. Handling and storage

**Precautions for safe handling** Wear appropriate personal protective equipment. Do not get in eyes, on skin, on clothing. Use with adequate ventilation. Observe good industrial hygiene practices. Do not apply heat or direct sunlight. Temperature and product concentration affect product quality and decomposition rates.

Conditions for safe storage, including any incompatibilities

Keep container tightly closed. Store in a cool and well-ventilated place. Store in a corrosive resistant container. Consult container manufacturer for additional guidance. Store away from and do not mix with incompatible materials such as acids, oxidizers, organics, reducing agents, and all metals except titanium.

## 8. Exposure controls/personal protection

### Occupational exposure limits

#### US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000)

| Components                       | Type | Value               |
|----------------------------------|------|---------------------|
| Sodium hydroxide (CAS 1310-73-2) | PEL  | 2 mg/m <sup>3</sup> |

#### US. ACGIH Threshold Limit Values

| Components                       | Type    | Value               |
|----------------------------------|---------|---------------------|
| Sodium hydroxide (CAS 1310-73-2) | Ceiling | 2 mg/m <sup>3</sup> |

#### US. NIOSH: Pocket Guide to Chemical Hazards

| Components                       | Type    | Value               |
|----------------------------------|---------|---------------------|
| Sodium hydroxide (CAS 1310-73-2) | Ceiling | 2 mg/m <sup>3</sup> |

#### US. Workplace Environmental Exposure Level (WEEL) Guides

| Components                          | Type | Value               |
|-------------------------------------|------|---------------------|
| Sodium hypochlorite (CAS 7681-52-9) | STEL | 2 mg/m <sup>3</sup> |

### Biological limit values

No biological exposure limits noted for the ingredient(s).

### Appropriate engineering controls

Good general ventilation (typically 10 air changes per hour) should be used. Ventilation rates should be matched to conditions. If applicable, use process enclosures, local exhaust ventilation, or other engineering controls to maintain airborne levels below recommended exposure limits. If exposure limits have not been established, maintain airborne levels to an acceptable level. Eye wash facilities and emergency shower must be available when handling this product.

### Individual protection measures, such as personal protective equipment

#### Eye/face protection

Wear safety glasses with side shields (or goggles) and a face shield. Wear a full-face respirator, if needed.

#### Skin protection

##### Hand protection

Wear appropriate chemical resistant gloves.

##### Other

Wear appropriate chemical resistant clothing. Reports indicate that sodium hypochlorite can react with various fabrics usually increasing with concentration. Reactions vary significantly depending on strength of chemical, material, fabric treatment and color of dyes. FRC treated cotton has a stronger response than plain cotton. Poly blend fabrics and meta aramid fabric have a weaker response than natural fibers. Contact the Personal Protective Equipment manufacturer for specific information about their products.

#### Respiratory protection

If engineering controls do not maintain airborne concentrations below recommended exposure limits (where applicable) or to an acceptable level (in countries where exposure limits have not been established), an approved respirator must be worn.

#### Thermal hazards

Wear appropriate thermal protective clothing, when necessary.

### General hygiene considerations

Always observe good personal hygiene measures, such as washing after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants.

## 9. Physical and chemical properties

### Appearance

|   |                                  |
|---|----------------------------------|
| Physical state                          | Liquid.                          |
| Form                                    | Liquid.                          |
| Color                                   | Not available.                   |
| Odor                                    | Pungent.                         |
| Odor threshold                          | 0.9 mg/m <sup>3</sup>            |
| pH                                      | 12 - 14 (25 °C/77 °F)            |
| Melting point/freezing point            | -11 °F (-24 °C) (12.5% solution) |
| Initial boiling point and boiling range | Not available.                   |
| Flash point                             | Not applicable                   |

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Issue date: 1-December-2014

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|  |                      |
|--|----------------------|
| Evaporation rate                             | No data available    |
| Flammability (solid, gas)                    | Not available.       |
| Upper/lower flammability or explosive limits |                      |
| Flammability limit - lower (%)               | Not applicable       |
| Flammability limit - upper (%)               | Not applicable       |
| Explosive limit - lower (%)                  | Not available.       |
| Explosive limit - upper (%)                  | Not available.       |
| Vapor pressure                               | 12 mm Hg (20°C/68°F) |
| Vapor density                                | Not available.       |
| Relative density                             | Not available.       |
| Solubility(ies)                              |                      |
| Solubility (water)                           | Completely miscible  |
| Partition coefficient (n-octanol/water)      | Not available.       |
| Auto-ignition temperature                    | Not applicable       |
| Decomposition temperature                    | Not available.       |
| Viscosity                                    | Not available.       |
| Other information                            |                      |
| Bulk density                                 | Not applicable       |
| Molecular formula                            | NaOCl                |
| Molecular weight                             | 74.5 g/mol           |

## 10. Stability and reactivity

|                                    |  |
|------------------------------------|--|
| Reactivity                         | The product is stable and non-reactive under normal conditions of use, storage and transport.  |
| Chemical stability                 | Material is stable under normal conditions.  |
| Possibility of hazardous reactions | Hazardous polymerization does not occur.   |
| Conditions to avoid                | Contact with incompatible materials. Avoid ultraviolet (UV) light sources. Excessive heat. Reacts violently with strong acids. Acid contact will produce chlorine gas. Amine contact will produce chloramines. |
| Incompatible materials             | Strong oxidizing agents. Acids. Metals. Organic compounds. Ammonia.  |
| Hazardous decomposition products   | No hazardous decomposition products are known.   |

## 11. Toxicological information

### Information on likely routes of exposure

|              |   |
|--------------|---|
| Ingestion    | Ingestion may cause gastrointestinal irritation, nausea, vomiting and diarrhea. Ingestion may produce burns to the lips, oral cavity, upper airway, esophagus and possibly the digestive tract. |
| Inhalation   | Vapors and spray mist may irritate throat and respiratory system and cause coughing.  |
| Skin contact | Causes skin burns.  |
| Eye contact  | Causes eye burns.   |

Symptoms related to the physical, chemical and toxicological characteristics  
Corrosive effects. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. Permanent eye damage including blindness could result.

### Information on toxicological effects

Acute toxicity Occupational exposure to the substance or mixture may cause adverse effects.

| Product                                    | Species | Test Results |
|--|---------|--------------|
| Sodium Hypochlorite, 5 - 17% (CAS Mixture) |         |              |
| Acute                                      |         |              |
| Dermal                                     |         |              |
| LD50                                       | Rabbit  | > 2 g/kg     |
| Oral                                       |         |              |
| LD50                                       | Rat     | 3 - 5 g/kg   |

\* Estimates for product may be based on additional component data not shown.

Skin corrosion/irritation Causes severe skin burns and eye damage.  
 Serious eye damage/eye irritation Causes serious eye damage.  
 Respiratory or skin sensitization  
 Respiratory sensitization No data available.  
 Skin sensitization No data available.  
 Germ cell mutagenicity No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.  
 Carcinogenicity This product is not considered to be a carcinogen by IARC, ACGIH, NTP, or OSHA.  
 IARC Monographs. Overall Evaluation of Carcinogenicity  
 Sodium hypochlorite (CAS 7681-52-9) 3 Not classifiable as to carcinogenicity to humans.  
 Reproductive toxicity No data available.  
 Specific target organ toxicity - single exposure May cause respiratory irritation.  
 Specific target organ toxicity - repeated exposure No data available.  
 Aspiration hazard Not classified, however droplets of the product may be aspirated into the lungs through ingestion or vomiting and may cause a serious chemical pneumonia.  
 Chronic effects Prolonged or repeated overexposure causes lung damage.  
 Further Information Prolonged inhalation may be harmful.

## 12. Ecological information

Ecotoxicity Very toxic to aquatic life. Toxic to aquatic life with long lasting effects.

| Product                                    | Species                             | Test Results       |
|--|-------------------------------------|--------------------|
| Sodium Hypochlorite, 5 - 17% (CAS Mixture) |                                     |                    |
| Aquatic                                    |                                     |                    |
| Crustacea                                  | LC50 Daphnia                        | 1 mg/l             |
| Fish                                       | LC50 Bluegill (Lepomis macrochirus) | 0.6 mg/l, 48 hours |

\* Estimates for product may be based on additional component data not shown.

Persistence and degradability No data is available on the degradability of this product.  
 Bioaccumulative potential No data available for this product.  
 Mobility in soil Not available.  
 Other adverse effects No other adverse environmental effects (e.g. ozone depletion, photochemical ozone creation potential, endocrine disruption, global warming potential) are expected from this component.

## 13. Disposal considerations

Disposal instructions Collect and reclaim or dispose in sealed containers at licensed waste disposal site. This material and its container must be disposed of as hazardous waste. Do not allow this material to drain into sewers/water supplies. Do not contaminate ponds, waterways or ditches with chemical or used container. Dispose of contents/container in accordance with local/regional/national/international regulations.  
 Hazardous waste code The waste code should be assigned in discussion between the user, the producer and the waste disposal company.  
 Waste from residues / unused products Dispose of in accordance with local regulations. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe manner (see: Disposal instructions).  
 Contaminated packaging Since emptied containers may retain product residue, follow label warnings even after container is emptied. Empty containers should be taken to an approved waste handling site for recycling or disposal.

## 14. Transport information

DOT

UN number UN1791  
 UN proper shipping name Hypochlorite solutions  
 Transport hazard class(es)  
 Class 8  
 Subsidiary risk -  
 Packing group III  
 Special precautions for user Read safety instructions, SDS and emergency procedures before handling.  
 Special provisions IB3, N34, T4, TP2, TP24

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Packaging exceptions 154  
Packaging non bulk 203  
Packaging bulk 241

**IATA**

UN number UN1791  
UN proper shipping name Hypochlorite solution  
Transport hazard class(es)  
Class 8  
Subsidiary risk -  
Label(s) 8  
Packing group III  
Environmental hazards Yes  
ERG Code 8L

Special precautions for user Read safety instructions, SDS and emergency procedures before handling.

**IMDG**

UN number UN1791  
UN proper shipping name HYPOCHLORITE SOLUTION  
Transport hazard class(es)

Class 8  
Subsidiary risk -  
Label(s) 8  
Packing group III

Environmental hazards

Marine pollutant Yes

EmS F-A, S-B

Special precautions for user Read safety instructions, SDS and emergency procedures before handling.

Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code

**15. Regulatory information**

**US federal regulations** This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

**TSCA Section 12(b) Export Notification (40 CFR 707, Subpt. D)**

Not regulated.

**US. OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)**

Not listed.

**CERCLA Hazardous Substance List (40 CFR 302.4)**

Sodium hydroxide (CAS 1310-73-2) LISTED

Sodium hypochlorite (CAS 7681-52-9) LISTED

**Superfund Amendments and Reauthorization Act of 1986 (SARA)**

**Hazard categories** Immediate Hazard - Yes  
Delayed Hazard - No  
Fire Hazard - No  
Pressure Hazard - No  
Reactivity Hazard - No

**SARA 302 Extremely hazardous substance**

Not listed.

**SARA 311/312 Hazardous chemical** Yes

**SARA 313 (TRI reporting)**

Not regulated.

**Other federal regulations**

**Clean Air Act (CAA) Section 112 Hazardous Air Pollutants (HAPs) List**

Not regulated.

**Clean Air Act (CAA) Section 112(r) Accidental Release Prevention (40 CFR 68.130)**

Not regulated.

**Safe Drinking Water Act (SDWA)** Not regulated.

## US state regulations

### US. Massachusetts RTK - Substance List

Sodium hydroxide (CAS 1310-73-2)  
Sodium hypochlorite (CAS 7681-52-9)

### US. New Jersey Worker and Community Right-to-Know Act

Sodium hydroxide (CAS 1310-73-2)  
Sodium hypochlorite (CAS 7681-52-9)

### US. Pennsylvania Worker and Community Right-to-Know Law

Sodium hydroxide (CAS 1310-73-2)  
Sodium hypochlorite (CAS 7681-52-9)

### US. Rhode Island RTK

Sodium hydroxide (CAS 1310-73-2)  
Sodium hypochlorite (CAS 7681-52-9)

### US. California Proposition 65

California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65): This material is not known to contain any chemicals currently listed as carcinogens or reproductive toxins.

US - California Proposition 65 - Carcinogens & Reproductive Toxicity (CRT): Listed substance

Not listed.

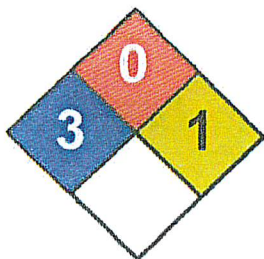
## International Inventories

| Country(s) or region        | Inventory name   | On inventory (yes/no)* |
|-----------------------------|--|------------------------|
| Australia                   | Australian Inventory of Chemical Substances (AICS)                     | Yes                    |
| Canada                      | Domestic Substances List (DSL)   | Yes                    |
| Canada                      | Non-Domestic Substances List (NDSL)                                    | No                     |
| China                       | Inventory of Existing Chemical Substances in China (IECSC)             | Yes                    |
| Europe                      | European Inventory of Existing Commercial Chemical Substances (EINECS) | Yes                    |
| Europe                      | European List of Notified Chemical Substances (ELINCS)                 | No                     |
| Japan                       | Inventory of Existing and New Chemical Substances (ENCS)               | Yes                    |
| Korea                       | Existing Chemicals List (ECL)  | Yes                    |
| New Zealand                 | New Zealand Inventory  | Yes                    |
| Philippines                 | Philippine Inventory of Chemicals and Chemical Substances (PICCS)      | Yes                    |
| United States & Puerto Rico | Toxic Substances Control Act (TSCA) Inventory                          | Yes                    |

\*A "Yes" indicates this product complies with the inventory requirements administered by the governing country(s). A "No" indicates that one or more components of the product are not listed or exempt from listing on the inventory administered by the governing country(s).

## 16. Other information, including date of preparation or last revision

|                                |                            |               |     |
|--------------------------------|----------------------------|---------------|-----|
| USEPA Registration Number      | 1744-20001                 |               |     |
| ANSI/NSF Standard 60 Certified | Maximum Use Level: 80 mg/L |               |     |
| AWWA Standard                  | AWWA B300-10               |               |     |
| USDA Authorized Uses           | 3D, B1, D2, L1, Q4         |               |     |
| Issue Date                     | December 1, 2014           | Revision Date | N/A |
| NFPA Ratings                   |                            |               |     |



### List of abbreviations

LD50: Lethal Dose, 50%.  
LC50: Lethal Concentration, 50%.  
EC50: Effective concentration, 50%.  
TWA: Time weighted average.

### References

EPA: ACQUIRE database  
HSDB® - Hazardous Substances Data Bank  
US. IARC Monographs on Occupational Exposures to Chemical Agents  
IARC Monographs. Overall Evaluation of Carcinogenicity  
ACGIH Documentation of the Threshold Limit Values and Biological Exposure Indices  
Olin Chlor Alkali Products Safety Data Sheet

**Disclaimer**

This information is provided without warranty. The information is believed to be correct. This information should be used to make an independent determination of the methods to safeguard workers and the environment.

# CERTIFICATE OF COMPLIANCE

Certificate Number 20140416-MH18026  
Report Reference MH18026-20020819  
Issue Date 2014-APRIL-16

Issued to: JCI JONES CHEMICALS INC  
1765 RINGLING BLVD  
SARASOTA FL 34236



This is to certify that representative samples of DRINKING WATER TREATMENT CHEMICALS Sunny Sol® 150", "Sunny Sol® 100 Plus", Sunny Sol® 100", "Sunny Sol® Bleach

Have been investigated by UL in accordance with the Standard(s) indicated on this Certificate.

Standard(s) for Safety: NSF/ANSI 60 - Drinking Water Treatment Chemicals - Health Effects

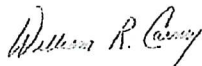
Additional Information: See the UL Online Certifications Directory at [www.ul.com/database](http://www.ul.com/database) for additional information

Only those products bearing the UL Classification Mark for the U.S. and Canada should be considered as being covered by UL's Classification and Follow-Up Service and meeting the appropriate U.S. and Canadian requirements.

The UL Classification Mark includes: the UL in a circle symbol:  with the word "CLASSIFIED" (as shown); a control number (may be alphanumeric) assigned by UL; a statement to indicate the extent of UL's evaluation of the product; and the product category name (product identity) as indicated in the appropriate UL Directory. The UL Classification Mark for Canada includes: the UL Classification Mark for Canada:  with the word "CLASSIFIED" (as shown); a control number (may be alphanumeric) assigned by UL; a statement to indicate the extent of UL's evaluation of the product; and the product category name (product identity) in English, French, or English/French as indicated in the appropriate UL Directory.

Look for the UL Classification Mark on the product.

This is to certify that representative samples of the product as specified on this certificate were tested according to the current UL requirements.



William R. Conroy, Director, North American Certification Programs  
UL LLC

Any information and documentation involving UL Mark services are provided on behalf of UL LLC (UL) or any authorized licensee of UL. For questions, please contact a local UL Customer Service Representative at [www.ul.com/contact](http://www.ul.com/contact)





## **AFFIDAVIT OF COMPLIANCE**

### **SODIUM HYPOCHLORITE**

JCI Jones Chemicals, Inc. hereby guarantees that the sodium hypochlorite solution comprising each shipment or other delivery made to the buyer complies with all applicable requirements of the AWWA Standard for Hypochlorites, AWWA B300-18.

We believe the above certification holds true until such a time as the AWWA Standard for Hypochlorites is amended or the above certification is revoked in writing.

In addition, this product is certified under the ANSI/NSF Standard 60.

Very truly yours,

**JCI JONES CHEMICALS, INC.**

*Cris Blomgren*

Cris Blomgren  
Office Manager / Sales Coordinator  
1401 Del Amo Blvd.  
Torrance, CA 90501  
310-523-1629



**JCI Jones Chemicals, Inc.**  
**CERTIFICATION OF ANALYSIS**  
**Sunny Sol® 150**  
**SODIUM HYPOCHLORITE SOLUTION 12.5%**

LOT NUMBER: 09122023

Sampling Location: Torrance Bleach Machine Sample Port

PERCENTAGE BY WEIGHT (Available Cl<sub>2</sub>): 13.06 %

PH 14

Excess Sodium Hydroxide (NaOH) 1.2 gm/L

SPECIFIC GRAVITY @ 60° F (15.6° C) 1.206

Physical Form and Color: YELLOW-GREEN LIQUID

This product meets or exceeds ANSI / NSF Standard 60 for Drinking water.

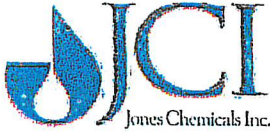
  
Authorized Quality Representative

BOL 686382  
JEUA

**\*\*Always read and follow the product label and Safety Data Sheet (SDS).\*\***

**Description:**

This product is a water solution of sodium hypochlorite. Inert ingredients, other than water and salt, include trace metallic and inorganic salt contaminants from raw materials and natural decomposition products.



**JCI Jones Chemicals, Inc.  
Consent to Shareholder Action**

January 14, 2022

I, the undersigned shareholder, being the holder of all shares of stock of the above company now outstanding, hereby resolve as follows:

1. **Cris Blomgren**, Office Manager
2. **Tim Ross**, Branch Manager

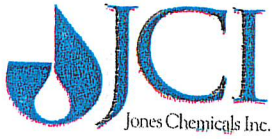
are hereby authorized to submit and sign bids, contracts and other documents pertaining thereto of this Corporation, to municipalities and other for the sale of company products.

  
\_\_\_\_\_  
Jeffrey W. Jones, C.E.O. & President

Attest:

  
Summer Mello, National Sales Coordinator

Corporate Offices • 1765 Ringling Blvd • Sarasota, Florida 34236 • telephone: 941.330.1537 • facsimile: 941.330.9657 • 800.477.1078  
Branch Locations • Warwick, NY • Caledonia, NY • Barberton, OH • Riverview, MI • Merrimack, NH • Charlotte, NC  
Jacksonville, FL • Beech Grove, IN • Milford, VA • Tacoma, WA • Torrance, CA  
[www.jcichemicals.com](http://www.jcichemicals.com)



## Payment Instructions: ACH and Wire

**BANK:** Bank OZK  
8300 Douglas Ave- Suite 810  
Dallas, TX 75225  
Ray Dunavant: (214) 750-4800

**BENEFICIARY:** JCI Jones Chemicals Inc

**ACCOUNT #:** 2804444623

**ACCOUNT TYPE:** Checking

**ACH ROUTING #:** 082907273

**WIRE ROUTING #:** 082907273

Please email payment remittance advice to [ar@jcichem.com](mailto:ar@jcichem.com).

Should you have any questions please contact our Accounts Receivable department using the email address above.

Thank you!

*JCI Jones Chemicals, Inc*

Corporate Offices • 1765 Ringling Blvd. • Sarasota, Florida 34236 • telephone: 941.330.1537 • facsimile: 941.330.9657 • 800.477.1078  
Branch Locations • Warwick, NY • Caledonia, NY • Barberton, OH • Riverview, MI • Merrimack, NH • Charlotte, NC  
Jacksonville, FL • Beech Grove, IN • Milford, VA • Tacoma, WA • Torrance, CA  
[www.jcichemicals.com](http://www.jcichemicals.com)





CALIFORNIA  
CHEMICAL

Durrani Investments DBA California Chemical

5177 Chino Ave

Chino, CA 91710

O: 424-292-3424

C: 626-388-0492

E: [Amber.castanon@californiachemical.com](mailto:Amber.castanon@californiachemical.com)

Title: Business Developer

Dear, VSD

I am writing to express my strong ability and genuine desire to meet the requirements outlined in this Request for Proposal (RFP). We currently supply your Sodium Hypochlorite loads and we believe we have been meeting every requirement. I bring a wealth of experience and a track record of success that aligns seamlessly with the objectives and expectations set forth in this RFP.

Over the course of my career, I have consistently demonstrated my proficiency in Product knowledge, Problem-Solving, and Conflict Resolution & and have achieved measurable results. I am confident that my skills and experience position me as a strong candidate to address the specific needs and objectives outlined in this proposal.

In addition to my qualifications, I am committed to delivering the highest level of quality and professionalism in all aspects of this project. I understand the importance of, meeting deadlines, adhering to budget constraints, ensuring compliance with industry standards, etc.] and will work tirelessly to ensure that every requirement is met or exceeded.

I also recognize that effective communication and collaboration are essential in achieving the goals of this project. I am dedicated to fostering open and transparent communication with all stakeholders, and I am eager to work closely with your team to ensure a smooth and successful partnership.

In conclusion, I want to reiterate my strong ability and genuine desire to meet the requirements of this RFP. I am confident that my qualifications, experience, and passion make me an ideal candidate to deliver outstanding results. I look forward to the opportunity to discuss this proposal in further detail and demonstrate how I can contribute to your company's continued success.

Thank you for considering my proposal, and I am excited about the possibility of collaborating on this important project.

Sincerely,

Amber Castanon

*Amber Castanon*





## Valley Sanitary District

**DATE:** November 14, 2023

**TO:** Board of Directors

**FROM:** Jason Dafforn, General Manager

**SUBJECT:** AWARD OF CONTRACT FOR GRANT WRITING SERVICES TO CAROLLO ENGINEERS, INC. FOR A ONE-YEAR TERM PLUS TWO (2) OPTION YEARS WITH AN INITIAL COST FOR YEAR ONE IN AN AMOUNT NOT TO EXCEED \$80,000

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### **Suggested Action**

Action

### **Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

### **Fiscal Impact**

The fiscal impact is the annual Agreement amount of \$80,000 for Grant Writing Services. Funds have been included in the fiscal year 2023/24 approved budget.

### **Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

### **Background**

A Request for Proposals ("RFP) from qualified and interested firms for grant writing services ("Services") was posted on August 15, 2023, to the Valley Sanitary District ("District") online bid management provider ("OpenGov Procurement") available on the District's website.

On September 14, 2023, at 4:00 p.m., the following firms submitted proposals by the stipulated deadline:

| <b>FIRM</b>               | <b>CORPORATE OFFICE</b> |
|---------------------------|-------------------------|
| California Consulting     | El Segundo, CA          |
| Carollo Engineering, Inc. | Riverside, CA           |
| Fundraise                 | Washington, DC          |
| Harris & Associates       | Ontario, CA             |
| Hoch Consulting, APC      | Oceanside, CA           |

Staff performed extensive due diligence on the five (5) proposals submitted. An evaluation of the proposals was performed by three (3) individual District staff members from different departments independently reviewing each firm's qualifications and whether their respective proposed services met the evaluation criteria set forth in the RFP.

Based on total scores Carollo Engineering, Inc. was deemed the most qualified. The evaluation panel recommends an award of contract to Carollo Engineering, Inc. Below is a summary of the final scoring:

| <b>FIRM</b>               | <b>TOTAL SCORE</b> |
|---------------------------|--------------------|
| California Consulting     | 55.67              |
| Carollo Engineering, Inc. | 90.17              |
| Fundraise                 | 24.5               |
| Harris & Associates       | 85.5               |
| Hoch Consulting, APC      | 80.67              |

### **Carollo Engineering Proposal:**

Carollo offers strategic federal and state funding assistance, including funding identification and/or strategies, low-interest loan and grant development, and grant administration and support for wastewater-related projects. They provide financial planning as well as assistance with loans and grant programs such as the SWRCB (SRF, stormwater, etc.), Environmental Protection Agency (WFIA), Bureau of Reclamation (Title XVI, Drought, Research, Basin Study and Planning), U.S. Economic Development Administration, USDA, and DWR (IRWM, Desalination).

The proposed Agreement with Carollo Engineering Services, Inc. is for an initial one-year term with extension options as noted in the agreement. The scope of services for this agreement consists of a funding needs analysis, grant funding research, on-call grant research, grant proposal development, loan application development, and monthly reports.

### **Recommendation**

1. Award of contract for grant writing services to Carollo Engineers, Inc. for a one-year term plus

two (2) option years with an initial cost for year one in an amount not to exceed \$80,000 with prescribed allowable increases for subsequent years as noted in the contract.

2. Authorize the General Manager to execute any documents necessary to facilitate the contract award and implementation.

**Attachments**

[8.2 Attachment A Grant Writing Services RFP.pdf](#)

[8.2 Attachment B Carollo Engineers.pdf](#)

[8.2 Attachment C Harris & Associates.pdf](#)

[8.2 Attachment D Hoch Consulting.pdf](#)

[8.2 Attachment E Scope of Work\\_VSD.docx](#)

[8.2 Attachment F Fee Proposal\\_VSD.xlsx](#)

REQUEST FOR PROPOSAL  
2023-RFP-009  
GRANT WRITING SERVICES

Valley Sanitary District  
45500 Van Buren Street  
Indio, CA 92201



RELEASE DATE: August 15, 2023

DEADLINE FOR QUESTIONS: August 29, 2023

RESPONSE DEADLINE: September 14, 2023, 4:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/valley-sanitary>

Valley Sanitary District  
REQUEST FOR PROPOSAL  
Grant Writing Services

I. INTRODUCTION.....

II. INSTRUCTIONS TO PROPOSERS .....

III. Evaluation Phases .....

IV. Scope of Work .....

V. Vendor Questionnaire.....

Attachments:

A - VSD SAMPLE CONTRACT

B - SOW Grant Writing Services

## 1. INTRODUCTION

The Valley Sanitary District invites qualified candidates to submit proposals for contractual grant writing services. The District seeks to contract with an individual or firm managing the grant process. It can assist the District in maximizing the benefits of grant funding.

### 1.1. Summary

VSD has prepared this Request for Proposals (“RFP”) and is requesting proposals from qualified and interested firms (“Proposers”). The District seeks to contract with an individual or firm managing the grant process. It can assist the District in maximizing the benefits of grant funding. (the “Project”), RFP NO. 2023-RFP-009 Title: Grant Writing Services

The District intends to apply for grants that address documented District needs associated with service delivery and necessary capital infrastructure improvements. In addition, the District plans to apply for grants which are not only consistent with identified District needs but those grants that can be properly and efficiently administered by staff, taking into account existing duties and responsibilities. The goal of the District’s grant program is to secure Funding for services and projects for which the District otherwise would be required to utilize sewer use fees.

### 1.2. Background

The Valley Sanitary District (“VSD”) is in the Coachella Valley about 20 miles southwest of the Palm Springs airport. VSD is a wastewater district, founded in 1925, operating under the Sanitary District Act of 1923. VSD has over 28,000 service connections in a 19.5 square mile service area serving a population of about 89,000 in the communities of Indio, Coachella, La Quinta, and unincorporated Riverside County. VSD is governed by a five-member Board of Directors and led by a senior management team comprised of a General Manager, District Engineer, Chief Operations Officer, and Chief Administrative Officer.

### 1.3. Contact Information

**Project Contact:**

**Holly Gould**

Clerk of the Board  
45500 Van Buren St.  
Indio, CA 92201

Email: [hevans@valley-sanitary.org](mailto:hevans@valley-sanitary.org)

Phone:  [\(760\) 238-5400 Ext: 135](tel:(760)238-5400)

**Procurement Contact:**

**Branden Rodriguez**

Administrative Assistant  
45500 Van Buren St  
Indio, CA 92201

Email: [brodriguez@valley-sanitary.org](mailto:brodriguez@valley-sanitary.org)

Phone:  [\(760\) 238-5400](tel:(760)238-5400)



**Department:**  
Administration

1.4. Timeline

|  |                            |
|--|----------------------------|
| <b>Release Project Date</b>                | August 15, 2023            |
| <b>Question Submission Deadline</b>        | August 29, 2023, 4:00pm    |
| <b>Question Response Deadline</b>          | August 31, 2023, 4:00pm    |
| <b>Proposal Submission Deadline</b>        | September 14, 2023, 4:00pm |
| <b>Authorization to Negotiate Contract</b> | October 16, 2023           |

## 2. INSTRUCTIONS TO PROPOSERS

### 2.1. SCOPE OF SERVICES; PROFESSIONAL SERVICES AGREEMENT

The scope of services ("Services") sought under this RFP are set forth in more detail in Section 4 "Scope of Work" attached hereto and incorporated herein by this reference.

Notwithstanding the inclusion of such Services in the RFP, the final scope of Services negotiated between VSD and the successful Proposer shall be set forth in the Professional Services Agreement ("Agreement") executed by and between VSD and the successful Proposer. A copy of the Agreement is attached hereto as Exhibit "A" and incorporated herein by this reference.

### 2.2. VSD CONTACT

The principal contact for VSD will be Holly Gould, Clerk of the Board, (760) 238-5400 Ext: 135, hevans@valley-sanitary.org or a designated representative, who will coordinate the assistance to be provided by VSD to the Proposer. No other members of VSD's staff or VSD's Board should be contacted about this procurement during the RFP process. Any and all inquiries and comments regarding this RFP must be communicated in writing, unless otherwise instructed by VSD. VSD may, in its sole discretion, disqualify any Proposer who engages in any prohibited communications.

### 2.3. REQUESTS FOR CLARIFICATION

All questions, requests for interpretations or clarifications, either administrative or technical must be requested in writing and directed to VSD via the District's [eProcurement Portal](#) Q&A feature. All written questions, if answered, will be answered in writing, conveyed to all interested firms, and posted on VSD's eProcurement Portal. Oral statements by any persons should be considered unverified information unless confirmed in writing. To ensure a response, questions must be received in writing by 4:00 pm local time on Tuesday, August 29, 2023.

### 2.4. PROPOSAL REQUIREMENTS

Proposal responses must adhere to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or the inclusion of conditions, limitations, or misrepresentations may be cause for rejection of the submittal. Utilize font size large enough to be easily legible, but not smaller than 10 point.

The proposal must be submitted via VSD's [eProcurement Portal](#).

**A. Cover Letter. Provide a cover letter and introduction, including the name and address of the organization and individual submitting the proposal, together with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to represent the organization, and an expression of the Proposer's ability and desire to meet the requirements of this RFP. The letter must be signed by an individual authorized to bind the firm contractually.**

**B. Proposer Statement Of Qualifications. Describe the Proposer's resources, experience, and capabilities as they relate to providing the Services. Submit in the order identified below:**

**1. Executive Summary. An executive summary should briefly describe the Proposer's qualifications**

**and ability to perform the Services.**

**2. Qualifications and Experience. The proposal should:**

**a. Provide a description of how the Proposer's experience, technical and professional skills will meet the goals and fulfill the general functions identified in this RFP.**

**b. Any key staff members who would be involved in the performance of the scope of work. Provide their resumes, describe their experience, and identify their proposed role for the Project.**

**c. State the number of years the firm has conducted business.**

**d. Provide a description of the three most relevant contracts held within the last five years.**

**3. Evidence Of California Licensing. The proposal should include appropriate documentation showing the Proposer is properly licensed in the State of California to perform the Services requested in the scope of work.**

**4. References. The Proposer shall provide a minimum of four (4) client references, preferably city, county, or special district governments for whom the Proposer has previously performed services of similar type and scope within the last 5 years.**

**5. Subcontractors. The Proposer shall identify functions that are likely to be subcontracted and identify the subcontractor that is anticipated to perform each function, if known at this time.**

**C. Proposed Method to Accomplish the Work. Describe the technical and management approach to providing the Services to VSD. Proposer should take into account the scope of the Project, goals of VSD, and general functions required. Include a draft schedule of tasks, milestones, and deliverables that will provide for timely provision of the Project. In reviewing the scope of work, the Proposer may identify additional necessary tasks and is invited to bring these to VSD's attention within the discussion of its proposed method to accomplish the Project.**

**D. Certification of Proposal. This section shall state: "The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to VSD in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP."**

**E. Sealed Fee Proposal. Please provide a lump sum, not-to-exceed fee proposal for the Project. The fee proposal shall be broken down by task and further broken down by staff, subconsultant costs, and expenses for each task. The fee proposal shall include hourly rates for all personnel.**

## **2.5. PROPOSAL CONSIDERATIONS**

**A. No Deviations from the RFP.** In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the Agreement attached hereto as Exhibit "B". If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the proposed Agreement and, in particular, the insurance and indemnification provisions therein.

**B. Collusion.** By submitting a Proposal, each Proposer represents and warrants that its Proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly or indirectly induced or solicited any other person to submit a sham Proposal, or any other person to refrain from submitting a Proposal; and that the Proposer has not, in any manner, sought collusion to secure any improper advantage over any other person submitting a Proposal.

**C. Conflicts of Interest.** Proposers shall comply with all regulations and laws dealing with conflict of interest disclosure and reporting. Proposers shall not be engaged if a conflict of interest exists.

**D. Withdrawal of Proposals.** A Proposer may withdraw its proposal before the expiration of the time for submission of proposals by notifying and requesting VSD’s representative remove the Proposer’s submission.

**E. Financial Health and Reputation.** VSD reserves the right to consider the financial responsibility and general complexity of each Proposer, as well as its reputation within the industry to determine if the Proposer has the apparent ability to meet and complete successfully the requirements of the work. Upon request, the Proposer shall provide a financial statement, audited if necessary, in addition to any other information requested by VSD.

**F. Confidentiality of Proposal.** Proposals submitted in response to this RFP shall be held confidential by VSD and shall not be subject to disclosure under the California Public Records Act (Cal. Government Code section 6250 et seq.) until after either VSD and the successful Proposer have completed negotiations and entered into an Agreement or VSD has rejected all proposals. All correspondence with VSD including responses to this RFP will become the exclusive property of VSD and will become public records under the California Public Records Act. VSD will have no liability to the Proposer or other party as a result of any public disclosure of any proposal or the Agreement. If a Proposer desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the Proposer must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a Proposer submits trade secret information, the Proposer must plainly mark the information as “Trade Secret” and refer to the appropriate section of the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. If a request is made for information marked “Confidential”, “Trade Secret” or “Proprietary” (“Proprietary Information”), VSD will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. Proposer shall have five (5) working days after receipt of such notice to give VSD written notice of Proposer’s objection to VSD’s release of Proprietary Information. Proposer shall indemnify, defend and hold harmless VSD, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney’s fees) arising out of a legal action brought to compel the release of Proprietary Information. Proposals which indiscriminately identify all or most of the proposal as exempt from disclosure without justification may be deemed unresponsive and disqualified from further participation in this RFP.

## 2.6. EVALUATION CRITERIA

The proposal evaluation criteria include:

- Understanding of project and project approach
- Scope of work and schedule
- Relevant qualifications/experience
- Overall quality of proposal
- Cost evaluation

During the evaluation process, VSD reserves the right, where it may serve VSD's best interest, to request additional information or clarifications from Proposers, or to allow corrections of errors or omissions. Proposers may be invited to make an oral presentation.

The contract, if awarded, shall be to the most qualified Proposer, which submits the proposal that, in the sole judgment of VSD, is in the best interest of VSD.

Upon selection of a Proposer, VSD will endeavor to negotiate a mutually agreeable agreement with the

selected Proposer. In the event that VSD is unable to reach agreement, VSD will proceed, at its sole discretion, to negotiate with the next Proposer selected by VSD. VSD reserves the right to contract for services in the manner that most benefits VSD including awarding more than one (1) contract if desired. After negotiating a proposed Agreement that is fair and reasonable, VSD staff will make the final recommendation to VSD Board concerning the proposed Agreement. VSD Board has the final authority to approve or reject the Agreement.

## 2.7. SITE EXAMINATION

Proposers must examine the site and become acquainted with all conditions affecting the work. In submitting a Proposal, Proposers warrant that they have made such site examination as they deem necessary to determine the condition of the site, its accessibility to materials, workmen and equipment, and to determine the proposer's ability to protect existing surface and subsurface improvements. Proposers shall also familiarize themselves with all federal, state and local laws, ordinances, rules, regulations, and codes affecting the performance of the work; make such investigations, as it may deem necessary for performance of the Services at its proposal price within the terms of the Agreement; and correlate its observations, investigations, and determinations with the requirements of the Agreement.

## 2.8. SUBMITTAL INSTRUCTIONS

The proposal must be received no later than 4:00 pm local time, on or before Thursday, September 14, 2023 via VSD's [eProcurement Portal](#).

VSD will not be responsible for proposals that are delinquent, incorrectly submitted, or physically submitted to VSD. Proposals submitted after the stipulated deadline will not be accepted by VSD's eProcurement Portal. Please note that mailed, hand-delivered, faxed, or emailed proposals will not be accepted.

## 2.9. PROTESTS

A. Protest Contents. Protests based on the content of the RFP shall be submitted to VSD no later than ten (10) calendar days prior to the scheduled proposal submittal deadline. If necessary, the proposal submittal deadline may be extended pending a resolution of the protest. Proposer may protest a contract award if the Proposer believes that the award was inconsistent with VSD policy or this RFP is not in compliance with law. A protest must be filed in writing with VSD (email is not acceptable) within five (5) business days after receipt of notification of the intended contract award. Any protest submitted after 5 p.m. of the fifth business day after notification of the intended contract award will be rejected by VSD as invalid and the Proposer's failure to timely file a protest will waive the Proposer's right to protest the contract award. The Proposer's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, address and telephone number of the person representing the Proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.

B. VSD Review. VSD will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. VSD shall provide the Proposer submitting the protest with a written statement concurring with or denying the protest. Action by VSD relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this section are mandatory and are the Proposer's sole and exclusive remedy in the event of protest. Failure to comply

with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

## 2.10. ADDENDA

VSD reserves the right to revise the RFP prior to the time set to receive proposals. Revisions, if any, shall be made by written addenda via VSD's [eProcurement Portal](#). All addenda issued by VSD shall be included in the proposal and made part of the RFP. Each Proposer shall leave with VSD its name, and e-mail address for the purpose of receiving Addenda. Notices of addenda will be sent to all subscribed bidders following this project, and posted via VSD's eProcurement Portal. Proposers are responsible for ensuring that they have received any and all addenda. Each Proposer should monitor the project via the eProcurement Portal to verify that it has received all addenda issued, if any, prior to the bid opening. Failure to acknowledge receipt of all addenda via VSD's eProcurement Portal may result in bid rejection.

## 2.11. GENERAL CONDITIONS

- A. Amendments to Proposals. Unless specifically requested by VSD, no amendment, addendum or modification will be accepted after a proposal has been submitted to VSD. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted via VSD's [eProcurement Portal](#) prior to the deadline stated herein for receiving proposals.
- B. Non-Responsive Proposals. A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.
- C. Costs for Preparing. VSD will not compensate any Proposer for the cost of preparing any proposal, and all materials submitted with a proposal shall become the property of VSD. VSD will retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.
- D. Cancellation. VSD reserves the right to cancel this request for proposals at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other associated marketing costs.
- E. Price Validity. Prices provided by Proposers are valid for 90 days from the proposal due date. VSD intends to award the contract within this time but may request an extension from the Proposers to hold pricing, until negotiations are complete and the contract is awarded.
- F. No Commitment to Award. Issuance of request for proposals and receipt of proposals does not commit VSD to award a contract. VSD expressly reserves the right to postpone the proposal for its own convenience, to accept or reject any or all proposals received, to negotiate with more than one Proposer concurrently, or to cancel all or part of this request for proposals.
- G. Right to Negotiate and/or Reject Proposals. VSD reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of VSD, such action shall serve its best interests and those of the tax-paying public. The Agreement, if any is awarded, will go to the Proposer whose proposal best meets VSD's requirements.

### 3. Evaluation Phases

During the evaluation process, VSD reserves the right, where it may serve VSD's best interest, to request additional information or clarifications from Proposers, or to allow corrections of errors or omissions. Proposers may be invited to make an oral presentation.

The contract, if awarded, shall be to the most qualified Proposer, which submits the proposal that, in the sole judgment of VSD, is in the best interest of VSD.

Upon selection of a Proposer, VSD will endeavor to negotiate a mutually agreeable agreement with the selected Proposer. In the event that VSD is unable to reach agreement, VSD will proceed, at its sole discretion, to negotiate with the next Proposer selected by VSD. VSD reserves the right to contract for services in the manner that most benefits VSD including awarding more than one (1) contract if desired.

After negotiating a proposed Agreement that is fair and reasonable, VSD staff will make the final recommendation to VSD Board concerning the proposed Agreement. VSD Board has the final authority to approve or reject the Agreement.

| No. | Evaluation Criteria                                  | Scoring Method | Weight (Points)             |
|-----|--|----------------|-----------------------------|
| 1.  | <b>Understanding of Project and Project Approach</b> | Points Based   | 30<br><i>(30% of Total)</i> |
| 2.  | <b>Scope of Work and Schedule</b>                    | Points Based   | 25<br><i>(25% of Total)</i> |
| 3.  | <b>Relevant Qualifications/Experience</b>            | Points Based   | 25<br><i>(25% of Total)</i> |
| 4.  | <b>Overall Quality of Proposal</b>                   | Points Based   | 10<br><i>(10% of Total)</i> |
| 5.  | <b>Cost Evaluation</b>                               | Points Based   | 10<br><i>(10% of Total)</i> |

## 4. Scope of Work

### 4.1. Scope of Work Grant Writing Services

#### **SCOPE OF WORK**

The following are typical services and items the successful consultant will be required to provide the District if awarded the contract and should be addressed in each proposal.

- Funding needs analysis – Work with the District management to assess the validity of current funding priority areas and identify new priority areas for Funding.
  - Review with District staff all current and future CIP projects
  - Prioritize projects based on timing and District needs
  - Evaluate funding opportunities based on the prioritization list
  - Develop a timeline for application submittal based on normal State and Federal funding schedules
  - Identify a list of requirements for each project to determine the "shovel readiness" of each project, which would best position the District for a successful award
- Grant Funding Research – Conduct research to identify grant resources including, but not limited to, federal, state, foundation, agencies, and organizations that support the District’s funding needs and priorities in the following general areas by way of illustration but not limitation:
  - Recycled Water
  - Drought Response Programs
  - Infrastructure Development and Maintenance
  - GIS Geographic Information System
  - Planning
  - Youth Engagement, Education, and Employment
- On-call Grant Research – In addition to the areas defined above, other areas may also be identified through the Funding needs analysis process and throughout the duration of the contract.
- Grant proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of the District, including the preparation



of funding abstracts, production, and submittal of applications to funding sources. A copy of each submitted grant application will be provided to the District.

- Monthly reports – the successful consultant shall submit monthly reports to the District summarizing the time expended and describing activities undertaken during the previous month.

## 5. Vendor Questionnaire

### 5.1. [Have you read and agreed to all Terms and Conditions?\\*](#)

- Yes
- No

\*Response required

### 5.2. [Submit Proposal Document Here\\*](#)

PDF Attachment

\*Response required

# GRANT WRITING SERVICES

PROPOSAL / 2023-RFP-009 / September 2023



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# Cover Letter

# Cover Letter



3400 Central Avenue, Suite 205  
Riverside, California 92506  
213-489-1587  
[carollo.com](http://carollo.com)

September 14, 2023

Holly Gould  
Valley Sanitary District  
Clerk of the Board  
45500 Van Buren St.  
Indio, CA 92201

Subject: Proposal for Grant Writing Services

Dear Ms. Gould:

Valley Sanitary District (VSD/District) has an important mission of serving Indio and surrounding communities by collecting, treating, and recycling wastewater to ensure a healthy environment and sustainable water supply. Carollo is excited for the opportunity to continue and expand our successful partnership with VSD by providing grant writing services, including a funding needs analysis, grant and low-interest loan identification, application submittal and other tasks.

Selecting a team with in-depth knowledge of funding opportunities, a solid understanding of the projects for which funding is sought, the ability to identify merits that improve a project's chance of award, and strong relationships with funding agency staff will best position the District to develop solid grant and loan applications for identified funding opportunities. The Carollo team offers all this and more:

- **Extensive Federal and State grant funding experience throughout the US.** In the past 10 years, Carollo Engineers has successfully helped our clients obtain more than \$1 billion in grant funds and low interest loans from external funding programs (EPA, State SRF, USBR, FEMA, US DOE, USDA and others across the country).
- **The right grant funding experts.** Our team includes Katie Menzer, who has more than 15 years of funding strategy development and grant writing experience. Katie works with Carollo's internal team of funding and technical experts to develop funding strategies, identify potential loans/grants opportunities, develop grant applications and implement grant administration.
- **Relevant experience with VSD.** Carollo is the current provider of on-call engineering services with the District, and our local team members' knowledge of the VSD's wastewater systems and challenges, coupled with Jeff Thornbury's and Jeff Weishaar's regional expertise, will provide you with a team that understands VSD and can jumpstart the initial opportunity evaluation and project prioritization.

## Carollo acknowledges receipt of:

- Addendum #1 dated August 30, 2023.
- Addendum #2 dated September 1, 2023.

Ms. Gould  
Valley Sanitary District  
September 14, 2023

Page 2


We believe that the commitment, availability, and expertise of your consultant team will determine the success of your project. Our team of funding and technical experts are devoted to helping you develop a fundraising strategy, secure grants and loans and maintain compliance with external funding among other tasks. Our organizational chart reflects Carollo's top talent, and as you review our key team member roles, you will see that we have assembled a team with the expertise to support you. Katie Menzer can be reached at 972-532-2435 or [kmenzer@carollo.com](mailto:kmenzer@carollo.com) to address any questions you may have.

Sincerely,

Carollo Engineers, Inc.



Katie Menzer  
Grants Manager/Senior Grants Analyst



Jeff Weishaar, PE  
Project Manager/Vice President

# Proposer Statement of Qualifications

1. Executive Summary
2. Qualifications  
and Experience
3. Evidence of  
California Licensing
4. References
5. Subcontractors



Proposer Statement of Qualifications  
**Executive Summary**

At Carollo, water is all we do. This exclusive water focus has driven us to develop innovative solutions and implementation tools.

The Carollo team has provided funding assistance to clients throughout Southern California, statewide, and across the U.S. to address their water, wastewater, recycled water, and stormwater challenges.

**FIRM BACKGROUND, CAPACITY, AND RESOURCES**

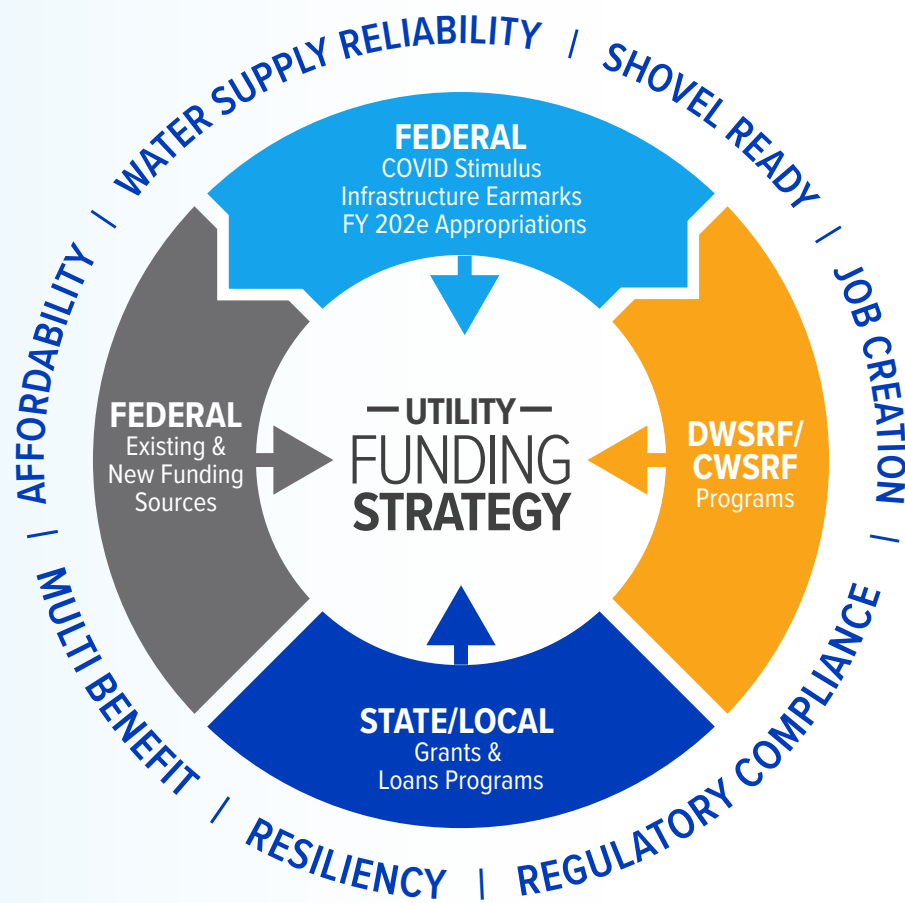
Carollo Engineers, Inc. is an environmental engineering firm specializing in the planning, design, and construction management of facilities for water and wastewater utilities. Our 50+ offices throughout North America allows our clients to tap into a national network of regulatory happenings and the latest and greatest in water technologies.

During our 90-year history, Carollo has successfully completed over 25,000 projects for public sector clients. Cities, utilities, and special districts of all sizes count on Carollo to work collaboratively to navigate through the increasingly complex challenges of cost effectively and sustainably protecting public health; meeting local, state, and federal regulatory requirements; protecting the water environment; and addressing public expectations.

Unlike many of our competitors, all we do is water-related services. We recruit nationwide and hire technical staff with extensive background, training, and passion specific to this field. For that reason, the quality and professional standing of our core group of water professionals equals or exceeds that provided by some of the largest engineering firms in the country.

Our staff numbers more than 1,350 employees including more than 850 registered engineers. We are a full-service company with the experience and qualified professionals to successfully manage projects of any size.

**OUR FUNDING STRATEGY IS CONTINUOUS...**



**TEAM ORGANIZATION**

The Carollo team brings both the depth and breadth of resources to successfully assist the District through the grant identification and grant application processes.

Our Project Manager, Jeff Weishaar, has a wealth of knowledge in Southern California's wastewater industry. Grants Manager Katie Menzer has years of experience in identifying and securing sources of local, state, and federal grants along with skills in grants management and grants disbursement. Katie brings unmatched knowledge on both national and state funding program requirements.



**Principal-in-Charge**

Jeff Thornbury

**Project Manager**

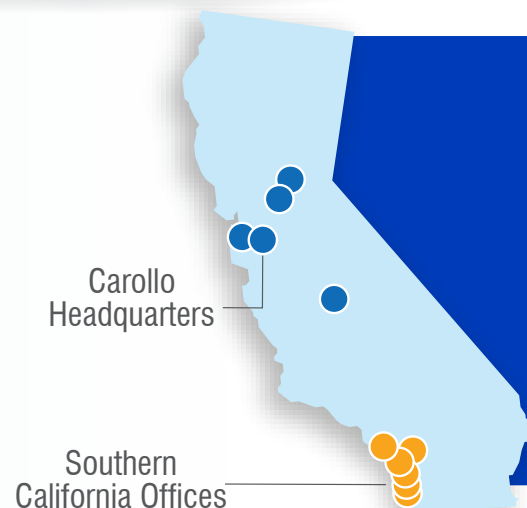
Jeff Weishaar, PE

**Grants Manager**

Katie Menzer

**Grants Analyst**

Risa Guysi



This is where we live, work, and play. Our **77-year history in California** and the Southern California Region is based on our dedication to understanding the ever-changing local water environment and **working closely with the area's municipalities** and the communities they serve.

Carollo's presence in the Southern California region includes 5 offices, with a network of 11 offices statewide and a workforce of 332 employees across the state.

## Proposer Statement of Qualifications

## Qualifications and Experience

Carollo has a proven track record in providing funding services for water and wastewater utilities throughout the U.S.

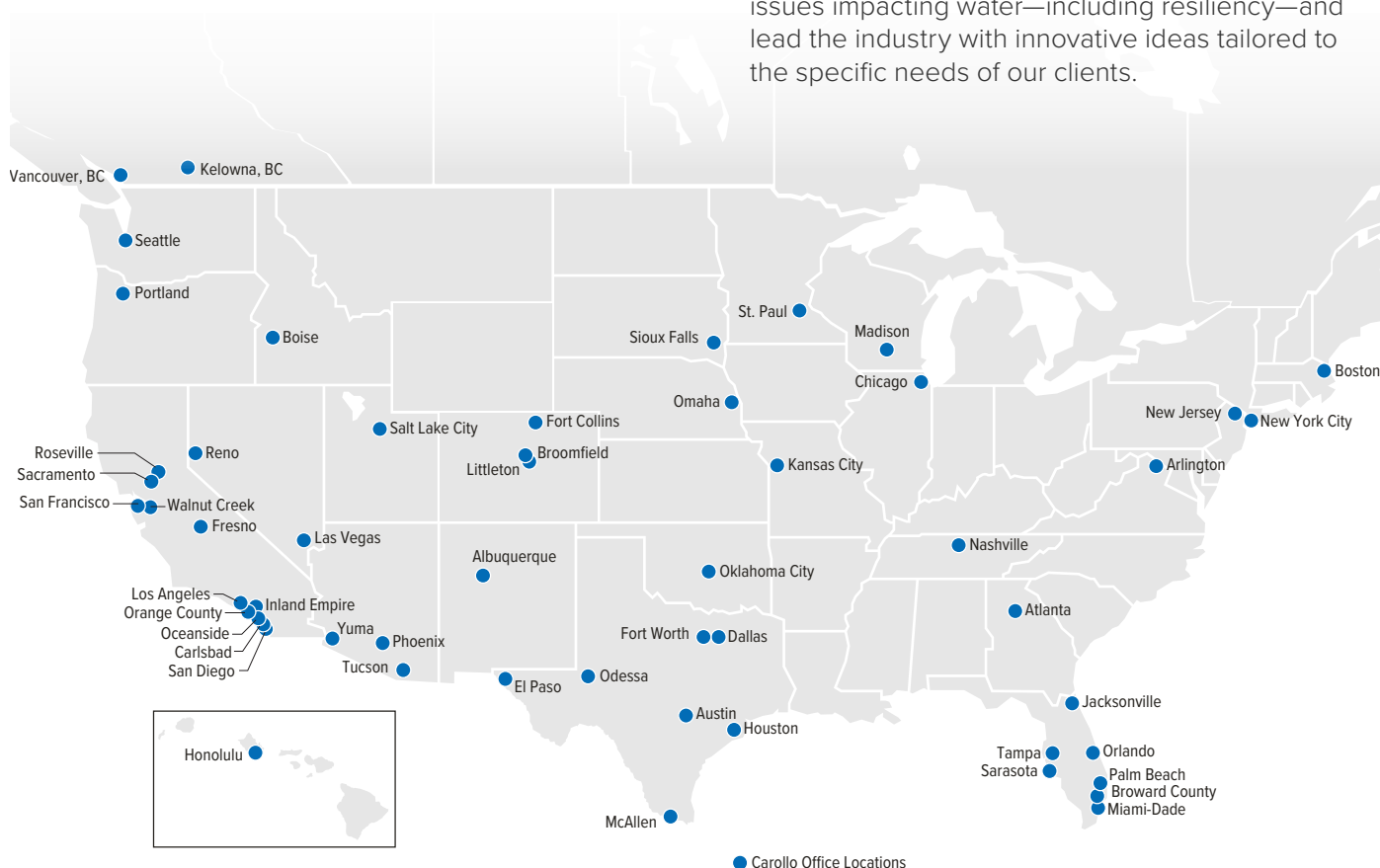
## FIRM OVERVIEW

Carollo Engineers is a full-service, environmental engineering firm that has been exclusively providing water and wastewater services across the United States since 1933. Our reputation is based upon client service, a continual commitment to quality, and technical leadership. We currently maintain 50+ offices in North America.



**During our 90-year history**, Carollo has successfully completed more than 25,000 projects for public sector clients. Carollo is one of the largest firms in the United States dedicated solely to water-related engineering—it's all we do.

Our targeted expertise allows us to focus on developing cost-effective, innovative, and reliable solutions to help our clients protect public health and the environment. It also allows us to recruit the brightest minds in the industry, train our staff on the issues impacting water—including resiliency—and lead the industry with innovative ideas tailored to the specific needs of our clients.



## GRANTS AND FUNDING EXPERIENCE

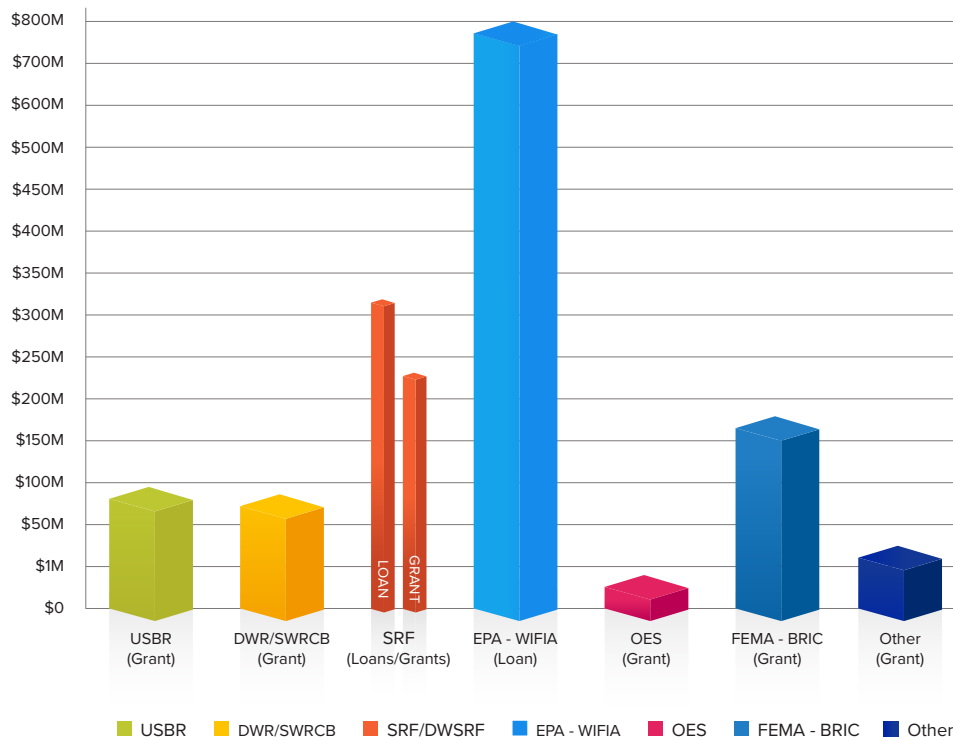
As part of our Utility Advisory Services group, Carollo offers strategic federal and state funding assistance, including funding identification/strategies, low interest loan and grant development, and grant administration support for water related projects. We provide financial planning as well as assistance with loans and grants from programs such as the SWRCB (SRF, Stormwater, etc.), Environmental Protection Agency (WIFIA), Bureau of Reclamation (Title XVI, Drought, Research, Basin Study and planning), U.S. Economic Development Administration, USDA, and DWR (IRWM, Desalination). Carollo has a proven track record in providing funding services, helping clients secure more than \$1 billion in low interest loans and grants over the last 10 years.

Carollo has helped dozens of communities across the nation seek optimal financing for their projects, including wastewater, recycled water, and desalination projects. Working hand-in-hand with your staff and financial and legal consultants, we will position VSD to successfully pursue strategic grant opportunities, including opportunity identification, grant package development, funding agency coordination, and agreement support.

Our team has a wealth of experience with large and complex owner’s assistance projects and knowledge of a wide range of state and federal grant requirements. These resources will provide you with the tools needed to improve overall project integration and implement a smooth, worry-free application process. The team composition will remain the same throughout the project. This hands-on approach will provide you with comprehensive management strategies and utilize the team’s experience and program knowledge.

Jeff Weishaar, our project manager, has 20 years of experience in civil and environmental engineering. Katie Menzer, our grants manager, has more than 15 years of state and federal grant writing experience. Jeff and Katie will be responsible for allocating resources and personnel to strategically address each scope item to align with your standards and expectations.

Carollo’s Funding Successes (Totals in Millions)

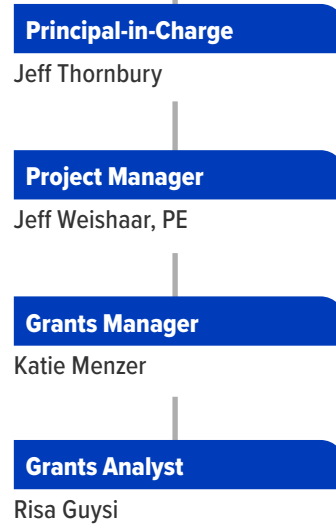


*Carollo's funding successes stem from our in-depth knowledge of various program requirements, close working relationships with funding agency staff, and strategies on how to best leverage projects to increase chances of selection for award.*

We offer a team with the commitment, availability, grant funding expertise, and VSD water and wastewater system knowledge that will lead you through successful funding efforts for your future projects.

**THE RIGHT TEAM FOR YOU**

Our team has a wealth of experience and in-depth knowledge of federal and state funding programs and their associated requirements. Project Manager, Jeff Weishaar, brings knowledge of the District’s water and wastewater systems from his extensive experience with civil and environmental engineering. Our team’s Grants Manager has more than 15 years of state and federal grant writing experience and has secured more than \$1 billion in low interest loans and grants in her career. She has identified grant opportunities for clients across the country, and she understands what is needed to develop a program-specific funding strategy and put together a winning application. Together, Jeff and Katie will lead a team that combines external funding and technical expertise and has in-depth knowledge of your system to help you secure grants and low interest loans for VSD’s critical CIP projects.



**Katie Menzer will serve as Grants Manager and primary contact person for your project:**

Katie has more than 15 years of experience in researching funding opportunities and submitting grant proposals for a variety of industries, including healthcare clinics, museums, social services, and public media. Her strengths lie in her ability to process large amounts of dense information quickly and translate it into compelling grant requests that benefit public projects, nonprofits, and initiatives. She has successfully secured more than \$1 billion in grant and low interest loan dollars from federal, state, and local sources in her career.

**★ VALUE TO VSD:** As grants manager, Katie will be the primary point of contact. She will oversee the identification of the best funding source and develop a writing strategy. She will also be responsible for grant reporting to the VSD team.



P: 972.532.2435 / E: kmenzer@carollo.com

## Proposed Key Team Members



### Jeff Weishaar, PE

#### PROJECT MANAGER

Jeff is a senior planning and design engineer with 19 years of experience. He has had a leadership role in projects involving nearly all aspects of water and wastewater treatment processes and facilities, including grant funding support for the City of Solvang’s wastewater treatment plant upgrades. His insight into wastewater facilities, operations, and protocols will be key in executing this project.

★ **VALUE TO VSD:** As project manager, Jeff will oversee the project team, resolve questions in a timely manner, and assume responsibility for all aspects of project delivery.



### Jeff Thornbury

#### PRINCIPAL-IN-CHARGE

Jeff has 37 years of civil engineering and environmental experience, allowing him to anticipate challenges that arise during the course of any project. He has been project manager and principal in charge throughout the southwestern United States on more than 120 environmental management projects, 150 wastewater and civil/environmental projects, and 80 hazardous and solid waste management projects. He is committed to helping his clients develop comprehensive funding strategies that will result in the completion of their projects on time and within budget.

★ **VALUE TO VSD:** As principal-in-charge, Jeff will work with Carollo staff to provide the necessary resources to help achieve the District’s goals.



### Risa Guysi

#### GRANTS ANALYST

Risa brings nine years of experience in environmental engineering focused on wastewater projects. Her experience includes grant administration and grant and loan applications support. She has assisted Elsinore Valley Water District with grant documentation and compliance and West Valley Water District with SRF funding among other tasks.

★ **VALUE TO VSD:** As grants analyst, Risa will assist in evaluating the District’s CIP, developing a matrix of grant sources to fund identified CIP projects and submitting grant application deliverables to funding agencies.



**CONTRACT #1**

**Wastewater Treatment Facility**

City of Twentynine Palms, CA

The City of Twentynine Palms is a small, economically disadvantaged community in San Bernadino County, CA. With Carollo’s assistance, the City is developing a sewer collection and advanced tertiary treatment system that could prevent future groundwater impacts from septic tanks within their boundaries and create a new water source to address drought in the region. Carollo has completed a funding strategy to help the City with the costs of the project, identified sources of grant funding and completed a \$158 million CWSRF application. The grant award – currently estimated to be \$50 million – is pending.

**CONTRACT DATES:**

7/30/2022 - Ongoing

**SIMILARITIES/RELEVANCE:**

Like areas of VSD, Twentynine Palms is a disadvantaged community with a visionary goal of developing a recycled water project to benefit both the environment and its community through new, drought-proof water resources.



**CONTRACT #2**

**Redding Organics Diversion to Energy Operation (R.O.D.E.O.)**

City of Redding, CA

Working on a short schedule to meet deadlines, Carollo was hired to complete and submit a \$10 million grant application package for the 2022-2023 CalRecycle Organics Grant Program on behalf of the City for their organic waste diversion, anaerobic digestion, biosolids pyrolysis and residential organics composting project. Working with the City’s separate Wastewater Operations and Solid Waste departments, Carollo completed submission of all grant inclusions, including budget, organic material diversion worksheets, population benefits documents, letters of recommendation and others. Award notification is pending.

**CONTRACT DATES:**

3/10/2023 - 5/2/2023

**SIMILARITIES/RELEVANCE:**

Carollo has proven experience coordinating efforts of multiple departments and agencies on tight deadlines to assist in completion of grant applications that fund renewable energy projects.



**CONTRACT #3**

**Salinas Project to Enhance Stormwater Supply (SPERSS)**

City of Salinas, CA

The City wanted to identify and develop potential new stormwater elements for inclusion in the Prop 1, Round 2 Stormwater Program grant package. Carollo was tasked with project management and administration, research and data collection and review, development of a viable stormwater project list, development of a draft and final grant package, and submittal of the final grant package. As part of the effort, Carollo coordinated with the City, its project partner MIW, and subconsultants, to develop and assemble the required documentation, develop and submit the grant application, and interface with SWRCB staff during the review process. As a follow up, the Regional Stormwater Resources Plan (SWRP) needed to be updated to include the project. Carollo worked with the City and regional IWRM lead to get the revised SWRP approved. The project was awarded over \$8 million to capture stormwater for reuse.

**CONTRACT DATES:**

2019 - 2021

**SIMILARITIES/RELEVANCE:**

Carollo provides comprehensive grant services to our clients to help them maximize awards.

Proposer Statement of Qualifications

# Evidence of California Licensing

Carollo has maintained offices for decades within the Districts' service areas.

Please see evidence of our active Los Angeles office below.

THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS

**CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE**  
 THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED  
**BUSINESS TAX** ISSUED: 11/03/2017

| ACCOUNT NO.       | FUND/CLASS | DESCRIPTION               | STARTED  | STATUS |
|-------------------|------------|---------------------------|----------|--------|
| 0000659039-0001-1 | L049       | PROFESSIONS / OCCUPATIONS | 8/1/1988 | ACTIVE |

**CAROLLO ENGINEERS INC**  
 CAROLLO ENGINEERS  
 4600 E WASHINGTON ST STE 500  
 PHOENIX AZ 85034-1915

**707 WILSHIRE BLVD SUITE #3920**  
 LOS ANGELES, CA 90017-3568

"No registration certificate or permit issued under the provisions of the Business Tax ordinances of the LAMC, or the payment of any tax required under the provisions of the Business Tax ordinances of the LAMC shall be construed as authorizing the conduct or continuance of any illegal business or of a legal business in an illegal manner."



ISSUED FOR TAX COMPLIANCE PURPOSES ONLY  
 NOT A LICENSE, PERMIT, OR LAND USE AUTHORIZATION

ISSUED BY:  
*Clari Bartels*  
 DIRECTOR OF FINANCE

ISSUED TO

NOTIFY THE OFFICE OF FINANCE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - OFFICE OF FINANCE, P.O. BOX 53200, LOS ANGELES CA 90053-0200  
 IMPORTANT - READ REVERSE SIDE

FORM 2000 (Rev. 11/15)

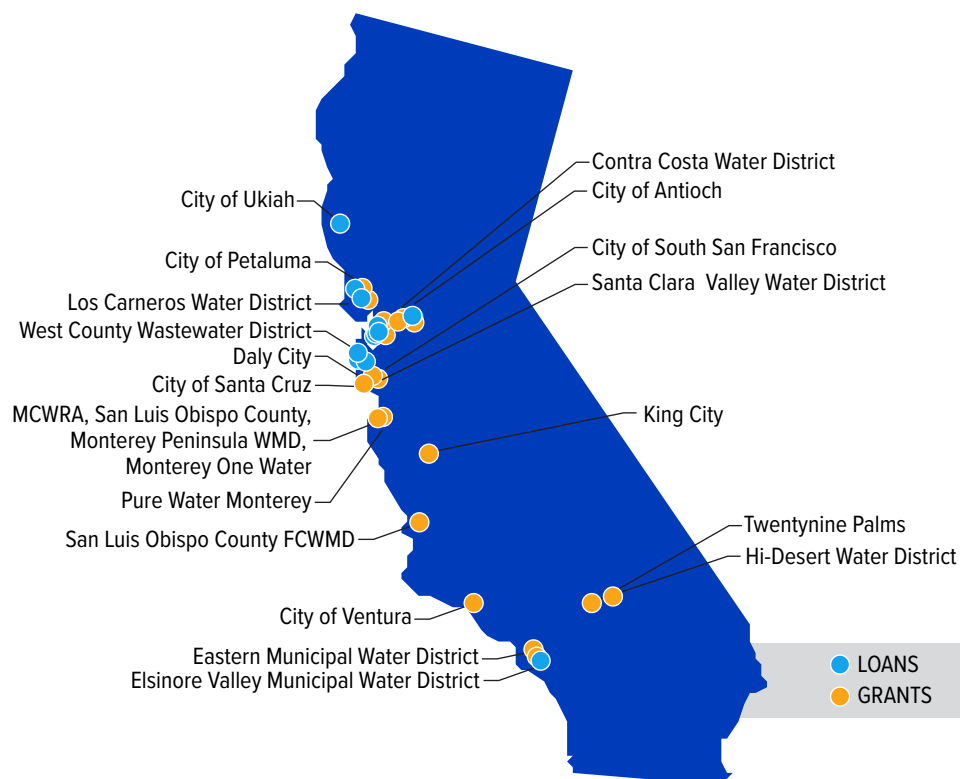
# References

Over the past 77 years, a large part of our success is a direct result of our commitment to the water industry across the State of California. This section highlights projects that have recently been completed by our team that required grant writing and/or grant administrative services.

Because of our long-standing presence in Southern California, Carollo has been afforded the opportunity to build its reputation, both locally and nationally, with a vast number of successful and complex projects throughout the region. With seven decades of experience in Southern California, Carollo's local staff is recognized as an industry leader in the planning, design, and construction of "everything water". Part of this experience and success has been gained by working with local municipalities to secure funding for our clients and by gathering knowledge of a wide range of State grant requirements.

Carollo has proven itself as a reliable, dependable, and committed partner and has been active in collaborating with the owner's staff through each phase of every project. Carollo is known throughout the water industry for its ability to consistently provide high-quality projects to public agency clients.

A highlight of our success is the satisfaction of our clients, which can only be communicated by them. We encourage VSD to contact each reference to discuss the high level of detailed service we provide.







## USBR Title XVI Grant Applications

Monterey One Water, CA

Pure Water Monterey is a program designed to alleviate drought, water shortages, and seawater intrusion on the Monterey Peninsula. The program purifies recycled, storm, agricultural wash, and return water and injects it into the aquifer for use as potable supply. The project also supplements tertiary treated recycled water for use in agricultural irrigation in the lower Salinas Valley in an area of significant groundwater overdraft.

Carollo developed a grant application for the USBR Title XVI WIIN Act, a highly competitive program. We also helped Monterey One Water develop a grant package meeting reclamation-specific requirements and FOA scoring criteria, including the economic and non-economic benefits of the project.



## WRF Program Management

City of Morro Bay, CA

Carollo provided a full suite of program management services for the City of Morro Bay's \$154 million Water Reclamation Facility (WRF). Carollo helped the City to secure WIFIA, SRF and Reclamation funding for the project. The project was selected by the EPA in 2017 for WIFIA funding receiving more than \$65M in low interest financing. The City also secured \$66M in CWSRF construction low-interest loans, \$75,000 recycled water grant and \$10.3M planning loan. Carollo secured a \$9.3M USBR Title XVI WIIN grant (FY 2022) for the project. Carollo continues to seek other grant opportunities for the project. In addition, Carollo supports the City with its SRF disbursement requests and quarterly reports as well as supports the City on questions and items related to compliance with funding agreements.

### REFERENCE

Mr. Mike McCullough, MPA Government Affairs Administrator  
 E: mikem@mrwpca.com  
 P: 831-645-1648

### FUNDING AWARD

\$30 million USBR Title XVI grant in 2018, 2019, 2020, and 2022

### COMPLETION DATE

2022

### REFERENCE

Ms. Sarah Johnson-Rios, City Manager  
 E: sjohnson-rios@morrobayca.gov  
 P: 805-772-6261

### FUNDING AWARD

\$145 million

### COMPLETION DATE

Ongoing



## Alexandria Waterfront Implementation Project

City of Alexandria, VA

Alexandria is implementing the Alexandria Waterfront Improvements Project, which implements key elements of the 2012 Waterfront Small Area Plan including flood mitigation, improved amenities and providing for pedestrian connectivity. Carollo is providing for a full suite of Owner’s Advisory Services for the City’s \$150 million project which targets eliminating riverine and stormwater flooding impacts in the City’s historic waterfront district. Flood mitigation work is a primary focus of the project.

As part of Carollo’s Owner’s Advisory service, Carollo is supporting the City with external grant opportunities. Carollo completed a funding search of potential federal and state funding mechanisms (grants and low interest loans) that could be applicable for the project and provided a prioritized list of programs. Carollo led funding efforts to secure \$3.24 million in planning and design monies from the Virginia Department of Conservation and Recreation’s Community Flood Preparedness Fund. In addition, Carollo developed the City’s FY 2022 FEMA Building Resilient Infrastructure and Communities grant application requesting \$50M in grant funding (under FEMA consideration). In addition, Carollo supports the City with its CPFF Disbursement Requests and Quarterly Reports as well as supports the City on questions and items related to federal compliance with funding agreements.

### REFERENCE

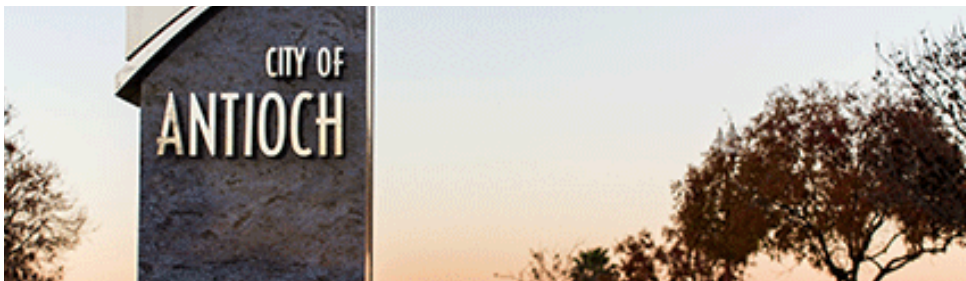
Matthew Landes, PLA, ISA Department of Project Implementation Division Chief  
 E: matthew.landes@alexandriava.gov  
 P: 703-476-4122

### FUNDING AWARD

\$3.24 million

### COMPLETION DATE

Ongoing



## DWR Prop 1 Desalination Grant, EPA WIFIA Loan, and Drinking Water SRF Loan

City of Antioch, CA

Antioch is implementing its Brackish Water Desalination Project to improve water supply reliability and operational flexibility. Carollo secured a \$10M grant from the DWR Water Desalination Grant Program Round 4 and \$1M DWSRF planning loan from SWRCB. We developed/submitted a \$55M DWSRF construction loan package to the SWRCB. Carollo supported pursuing a \$32M loan financing from EPA’s WIFIA program for its FY 2018 solicitation round (on hold) and developed/submitted a USBR WIIN Desalination Grant package.

### REFERENCE

Mr. Scott Buenting  
 Director/City Engineer  
 E: sbuenting@antiochca.gov  
 P: 925-779-6129

### FUNDING AWARD

\$66 million

### COMPLETION DATE

Ongoing

Proposer Statement of Qualifications

# Subcontractors

Carollo has the in-house resources and capabilities to perform all work under this contract.

# Proposed Method to Accomplish the Work

# Proposed Method to Accomplish the Work

## PROJECT UNDERSTANDING

VSD provides sewer services to more than 28,000 connections within its 19.5 square mile service area, which includes portions of the City of Indio, Coachella, and adjacent unincorporated Riverside County, CA. Residential customers are the heart of the District and represent approximately 97% of its customer base. The District operates 254 miles of sanitary sewer lines and delivers more than 6 million gallons each day of wastewater to its Wastewater Reclamation Facility. Treated wastewater is discharged into the Whitewater Storm Channel and becomes a source of freshwater replenishment to the Salton Sea.

VSD's fiscal year 2023/24 Capital Improvement Program (CIP) lists 22 projects with a total budget of \$58 million. Its long-range 20-year CIP has 156 necessary projects with a starting budget of more than \$119 million. As with many other utilities across the nation who are facing tighter budgets and competing needs, VSD has prioritized its CIP projects, and identified the goal to secure external federal and state funding sources to reduce the overall burden on its rate payers, increase the viability of a project implementation and achieve project schedules. VSD has highlighted recycled water, drought response programs, infrastructure development and maintenance, GIS geographic information system, planning, and youth engagement, education, and employment among others as important areas of interest for grant funding.

An integral part of VSD's financing plan must include aggressively pursuing external federal and state funding in order to position the District for the most favorable project financing with the lowest rate impact to the rate payer base. Our firm has helped our clients seek optimal financing for their CIPs including wastewater, recycled water, and renewable energy projects. Working hand-in-hand with your staff and financial and legal consultants, we can help to position VSD to pursue strategic grant – and if wanted, low-interest loan – opportunities including grant program identification, grant package development, funding agency coordination, agreement support and understanding of state and federal requirements including but not limited to Davis Bacon/Prevailing Wage, American Iron and Steel (AIS), and Build America / Buy America (BABA), National Environmental Policy Act (NEPA). As a one-stop shop for all the District's grant needs, Carollo may, if requested, assist in the development and submittal of accurate disbursement packages and quarterly/annual reports.



We understand that VSD has invested significant time and effort into developing its CIP and establishing a vision for the future of the District. With the passage of the Bipartisan Infrastructure Law (BIL), we are seeing an unprecedented amount of federal investment in water infrastructure projects being rolled out through the next 4-5 years. Added to the BIL monies, in the State of California, additional funding opportunities through the Governor's Budget are targeted at drought mitigation, climate change, septic to sewer conversion, PFAS, groundwater, regional collaborations and other focused projects.

Critical to securing this funding is understanding which funding agencies and programs (e.g. United States Environmental Protection Agency, U.S. Bureau of Reclamation, U.S. Department of Energy, FEMA, California State Revolving Fund, Department of Water Resources and others) the monies will flow through, anticipated program requirements as well as application timing. Our team continually stays up-to-date on the newest grant programs, has years of experience with federal and state funding opportunities and has produced a proven track record of award-winning grant and loan packages to help the District achieve its external funding objective.

## PROJECT APPROACH

Based on our understanding, we have identified the key project objectives that must be achieved to support VSD with securing external funding. We have tailored an approach to meet your unique project needs. The Key Components of our project approach are summarized as follows:

1. **At the start, we will review VSD’s CIP**, including project status, documentation availability and schedule. Based on discussions with VSD staff, we will confirm project competitiveness as well as identify and develop potential project enhancements to increase competitiveness and optimize grant award. We will establish an evaluation framework to identify and prioritize grant opportunities. We will conduct a kick-off meeting with VSD to discuss funding priorities/restrictions, potential evaluation metrics, and ways to optimize funding. At a follow-up meeting, our team will present potential funding opportunities, a draft project prioritization (based on the established evaluation framework), and identify opportunities to increase awards. This work will be summarized in a Strategic Funding Plan, including a funding matrix, to help guide funding acquisition activities.
2. **We will employ a hands-on, one-on-one approach** with VSD to develop or coordinate to obtain project-specific details, communicate required level of detail for projects to ensure project readiness to pursue potential opportunities, develop schedules coordinating technical schedules with external funding NOFOs and performance periods (for eligibility) as well as ensure timeline reviews. Understanding of funding program requirements will enable VSD and its external consultants to prepare required documentation (engineering reports, cost estimates, environmental reports, others), complete required demographic and population analyses to address Environmental Justice initiatives, as well as ensure prerequisites steps are completed (e.g., Local Hazard Mitigation Plan, Preliminary Engineers Report, others). Our team includes technical experts that can support the District with activities under this task as needed.
3. **We will develop the draft and final grant and loan packages for identified programs.** Grant and low interest development will follow funding program guidelines / application forms / templates as needed to meet submittal requirements and to reduce chances for issues with the final grant package submission. We will work with the District to identify long-lead time items (resolutions, approvals, letters of support, and forms) as well as

### Key Components of Carollo’s Approach

-  Development of overall “living” funding strategy early-on to identify potential federal/state opportunities and project packaging to proactively track opportunities, understand expected release dates and identified requisite documentation.
-  Ongoing tracking of grant opportunities and biannual updates of schedule/plan.
-  Engagement with funding agency staff to identify opportunities and “pre-market projects.”
-  Project/grant-specific strategy development and grant preparation.
-  Comprehensive and complete grant applications, providing all required information.
-  Iterative review approach to provide interactive reviews.

assign tasks. Throughout grant development we will incorporate review comments. This will require regular coordination with VSD staff. Our team will submit applications on behalf of the District and coordinate with funding agency staff.

4. **We will follow up with funding agency staff to confirm submittal of the application package** and as needed provide supplemental responses or respond to requests for information. Upon notification we will support VSD, as needed, with the review of the proposed draft agreement and agreement execution. If not awarded, we will request a funding agency debrief and summary strengths/weaknesses to better support future submissions.
5. **Our team will continue to track and identify potential grant and loan funding opportunities** for the District’s projects. We will assist VSD with other grant management duties, including but not limited to compliance with existing grants and disbursement assistance, to be scoped upon request. Carollo will submit monthly reporting to VSD to ensure the District is apprised of all grant activities.

## SCOPE OF WORK

### Task 1: Project Kick-off Meeting

Carollo will lead a project initiation meeting with VSD staff (including the grants, finance, engineering and other departments) as identified by the District. The intent of the kick-off meeting is to gain a better understanding of the District’s project priorities, discuss agency concerns or restrictions, and delineate proposed next steps including schedule. Topics to be discussed include: 1) the District’s CIP to confirm projects to be included in the funding search, 2) confirmation of project understanding for each, 3) discussion of how projects address common grant and loan priorities 4) identification of typical documentation needs for grants and loans, and 5) identification of key milestone dates and task assignments.

#### Deliverables

- Meeting agenda and presentation files (via electronic delivery).
- Kickoff meeting minutes (via electronic delivery).

### Task 2: CIP Review and Project Verification

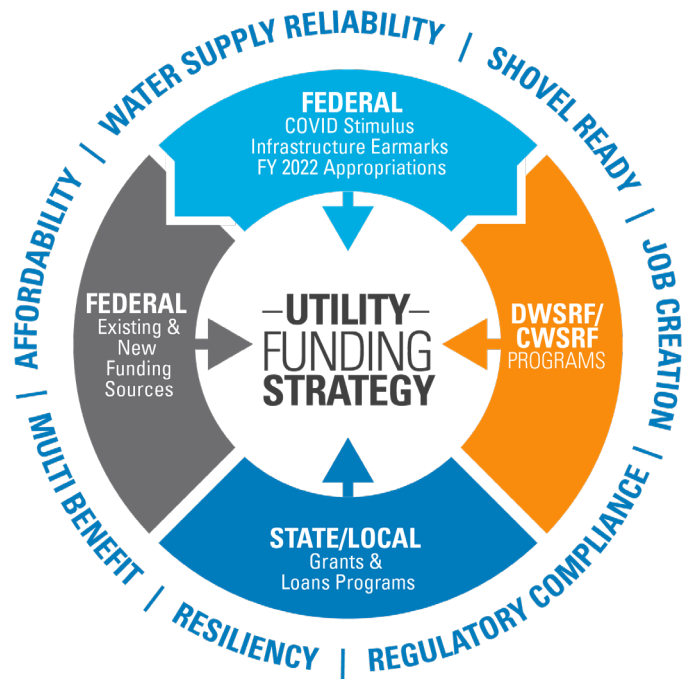
Carollo will review the District’s published CIP and long-term project list to gain an understanding of the projects VSD seeks to construct, including project type, project costs, and anticipated timing, to identify those projects that have the highest competitiveness for funding award and for which a funding search will be conducted (See Task 3). Because the grants landscape is fluid, Carollo will focus on projects set to begin in the next five to seven years to maximize current funding opportunities. It is assumed that 10 projects will be prioritized; however, funding opportunities will be flagged for all water projects included in the District’s CIP/long-term plan.

#### Deliverables

- Summary list of prioritized CIP Projects (via electronic delivery).
- Meeting agenda and minutes (via electronic delivery).

### Task 3: Funding Strategy Development

Carollo will identify potential federal and state funding opportunities based on the priority list of projects identified in Task 2. Carollo will research and compile a list of potential state and federal funding opportunities (including federal [EPA, Bureau of Reclamation, FEMA, HUD, DOE, EDA] and state [State Water Resources Control Board, Department of Water Resources, California Energy Commission,



etc.]) and will identify potential opportunities through the Bipartisan Infrastructure Law/Infrastructure Investment and Jobs Act (BIL/IJIA) and Inflation Reduction Act (IRA). The results will be documented in a Funding Matrix which will include details such as funding agency, program, description of funding program eligibility, requirements and limitations, total funding provided, documentation requirements, timing, relevance to the project, and “next steps”.

Carollo will develop a Strategic Funding Plan summarizing the approach to the identification, CIP projects evaluated, and the funding opportunities identified/considered. The memo will include the funding summary matrix and a mapping of these opportunities to the identified Projects.

Findings of the funding search will be presented to VSD in a meeting (MS Teams format). Carollo will update the funding matrix and Strategic Funding Plan based on review input from the District and discussions from the meeting.

#### Deliverables

- Draft Strategic Funding Plan (with matrix) documenting applicable federal and state programs (via electronic delivery).
- Final Strategic Funding Plan (with matrix) documenting applicable federal and state programs (via electronic delivery).
- Meeting agenda and minutes (via electronic delivery).

## Task 4: On-call Grant Research

Carollo will monitor state and federal funding opportunities for grants and low interest loans for which upcoming District projects may be eligible and will notify District staff as they become available. As opportunities are identified, Carollo will contact the issuing agency to better understand the funding opportunity requirements and District project eligibility, as requested. This scope assumes that Carollo will monitor funding opportunities over the course of one year and assumes an average of two (2) hours of research by Grants Analyst each month with oversight by Carollo's Grants Manager who will send grant alerts to the District.

Carollo will assist with other grant activities, including but not limited to confirming federal and state funding compliance as well as BIL compliance requirements and review of front-end documents (developed by others) for compliance with program requirements. Carollo will prepare a separate scoping package for these services if desired.

### Deliverables

- Alerts of funding opportunities and/or changes to current programs (via electronic delivery).

## Task 5: Develop Grant and Low Interest Loan Applications

This task will entail the development of grant and low interest loan applications as identified in Task 3. Possible funding applications include:

### a. Develop SRF Application Package

If requested, Carollo will prepare a State of California State Revolving Fund (SRF) application. Tasks include the development and submittal of the General, Technical, Environmental and Financial Packages as required for the program. As the SRF program is oversubscribed, the key to success with the application process will be to ensure that the appropriate documents are ready for submittal with the application (at the correct level of development and appropriately scheduled). Carollo will coordinate with the District to communicate deadlines for various application requirements, overall documentation needs, and tips for increasing project competitiveness within the program. Carollo will develop the Draft and Final SRF Application packages for District review, submit the final package to the SWRCB Financial Assistance Application Submittal Tool (FAAST) portal, support the District with discussions with the SWRCB regarding the application submittal, and help resolve open questions.

Carollo will utilize information provided by the District, its consultants, and/or existing project documents. It is assumed that the District or its consultants will provide all necessary project information required for the SRF application (design reports, design criteria, general design information, project alternatives considered and associated life cycle costs, environmental documentation, and financials and will help facilitate Board of Directors approvals). Carollo will work closely with VSD's design team, environmental consultant, and finance department to identify and obtain necessary project information required for the SRF application package.

### b. Develop USBR Drought Response Program Grant

If requested, Carollo will prepare a U.S. Bureau of Reclamation WaterSMART Drought Response Program: Drought Resiliency Projects grant application. Carollo will thoroughly review the Notice of Funding Opportunity as it relates to the selected VSD project and flag any potential issues to discuss with VSD staff. Carollo will complete the technical proposal and criteria section, currently limited to a maximum of 25 pages by the USBR submission guidelines. Sections will include:

- Title Page.
- Table of Contents.
- Executive Summary.
- Project Location.
- Project Description.
- Performance Measures.
- Evaluation Criteria.
- Project Budget and Budget Detail Attachment Form.

It is assumed that VSD will provide mandatory federal forms, resolutions, information about environmental and cultural resources compliance and permits along with other documents needed to complete the technical proposal. Carollo will assist VSD in securing letters of support. Carollo will provide VSD with a complete application for upload to Grants.gov.

### c. Develop IBank loan application

If a low-interest loan through California Infrastructure and Economic Development Bank (IBank) is chosen as an appropriate project funding mechanism in Task 3, Carollo will work with VSD to prepare an IBank Infrastructure State Revolving Fund (ISRF) loan application. Tasks include facilitating initial meetings with IBank loan officials and the District and preparing submission of preliminary review documents, including project description, audited financial statements, rate studies, current and forecasted District budget,



existing loan/obligation agreements, project timeline and benefits, and other information requested by the loan officer. Carollo will employ documents provided by the District to complete the preliminary review submission, and will swiftly respond to requests from loan officers for additional information and clarification on submitted information. Upon conclusion of the preliminary review by loan officers, Carollo will coordinate with VSD staff to complete the following sections of the ISRF application:

- Applicant Information.
- Financing Requested.
- Project Information.
- Financial Information.
- Loan Proceeds.
- Legal Information.
- Application Checklist.

Carollo will submit the application, respond to loan officers’ questions and ensure loan processing is progressing according to established deadlines. Carollo will assist the District in preparing documents such as authorizing resolutions for approval by the District’s Board of Directors.

**Deliverables**

- Draft and Final grant and/or loan application (via electronic delivery).
- Application Development Schedule (via electronic delivery).
- Meeting(s) agenda, presentation (if needed) and minutes (via electronic delivery).

**Task 6: Project Management**

Carollo will provide overall management and administration for the project including project resourcing, oversight of project budget, submittal of monthly invoices, and development and maintenance of a project schedule.

This task includes recurring progress meetings to review project status, intermediate grant and/or loan applications or deliverables, and discussion of various project-related issues with the project team. Preparation for the meetings includes developing meeting agenda, presentation materials and handouts, and minutes which summarize discussion items, decisions, and action items from each meeting.

A total of eleven (11) meetings are anticipated with the District. This scope assumes a project duration of twelve (12) months.

**Deliverables**

- Monthly Progress Meetings (via electronic delivery).

**Project Kick-off Meeting**

- Discussion of District priorities and projects
- Review of current grant landscape and needs
- Set schedule

---

**CIP Review and Project Verification**

- Identification of CIP project and potential project enhancements
- Ranking of “fundable” projects
- Assessment of documentation needs

---

**Funding Strategy Development**

- Research of current local, state and federal grants and loans
- Mapping of CIP projects to current opportunities
- Creation of comprehensive strategy for maximizing available funding

---

**On-call Grant Research**

- Monitoring of new grant opportunities
- Other research tasks as needed

---

**Develop Grant and Low Interest Loan Applications**

- Develop draft grant application packages
- Review input from District
- Develop final grant application packages
- Submit grant application with District approval

---

**Project Management**

- Regular meetings for grant application review and support
- Maintenance of project schedule
- Submittal of monthly invoices

## Project Assumptions

- **District-Provided Information and Services:**

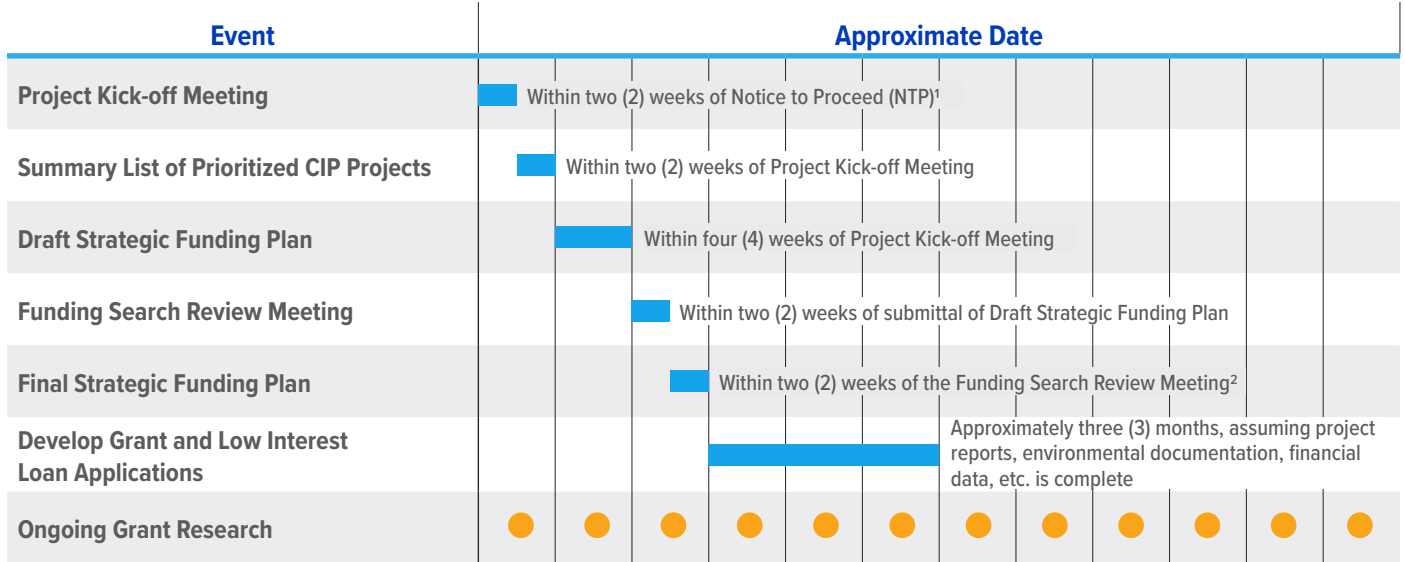
District shall furnish Contractor available studies, reports and other data pertinent to Contractor's services; obtain or authorize Contractor to obtain or provide additional reports and data as required; furnish to Contractor services of others required for the performance of Contractor's services hereunder, and Contractor shall be entitled to use and rely upon all such information and services provided by District or others in performing Contractor's services under this Contract.

- **Estimates and Projections:** In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for potential projects, Contractor has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, Contractor makes no warranty that District's actual project costs, financial aspects, economic feasibility, or schedules will not vary from Contractor's opinions, analyses, projections, or estimates.

- **Third-Parties:** The services to be performed by ENGINEER are intended solely for the benefit of the DISTRICT. No person or entity not a signatory to this Agreement shall be entitled to rely on the ENGINEER's performance of its services hereunder, and no right to assert a claim against the ENGINEER by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of the ENGINEER's services hereunder.

## SCHEDULE

The estimated schedule for the work is shown below. Please note that our ability to adhere to this completion schedule is dependent on timely input by VSD staff and consultants.



**Notes:**

1. Pending District staff availability.
2. Assuming final feedback on the draft TM is received prior to, or during, the Funding Search Review Meeting.

| Legend                                |                 |
|---------------------------------------|-----------------|
| <span style="color: blue;">■</span>   | Tasks           |
| <span style="color: orange;">●</span> | Monthly updates |

# Certification of Proposal

# Certification of Proposal

Carollo hereby submits its proposal and, by doing so, agrees to furnish services to VSD in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.

# Appendix

W-9

Certificate of Insurance  
Addenda Acknowledgment  
Resumes

# Forms



# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

|  |   |   |  |  |
|--|---|---|--|--|
| <b>Print or type.<br/>See Specific Instructions on page 3.</b> | <b>1</b>  | Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.   |  |  |
|  | <b>2</b>  | Business name/disregarded entity name, if different from above  |  |  |
|  | <b>3</b>  | Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. |  | <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from FATCA reporting code (if any) _____<br><br><i>(Applies to accounts maintained outside the U.S.)</i> |
|  | <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate   |   |  |  |
|  | <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____<br><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. |   |  |  |
|  | <input type="checkbox"/> Other (see instructions) ▶ _____   |   |  |  |
|  | <b>5</b>  | Address (number, street, and apt. or suite no.) See instructions.   |  | Requester's name and address (optional)  |
| <b>6</b>   | City, state, and ZIP code   |   |  |  |
| <b>7</b>   | List account number(s) here (optional)  |   |  |  |

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                       |  |  |  |   |  |  |  |  |   |  |  |  |  |
|---------------------------------------|--|--|--|---|--|--|--|--|---|--|--|--|--|
| <b>Social security number</b>         |  |  |  |   |  |  |  |  |   |  |  |  |  |
|                                       |  |  |  |   |  |  |  |  |   |  |  |  |  |
|                                       |  |  |  | - |  |  |  |  | - |  |  |  |  |
| <b>or</b>                             |  |  |  |   |  |  |  |  |   |  |  |  |  |
| <b>Employer identification number</b> |  |  |  |   |  |  |  |  |   |  |  |  |  |
|                                       |  |  |  |   |  |  |  |  |   |  |  |  |  |
|                                       |  |  |  | - |  |  |  |  |   |  |  |  |  |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                            |                           |
|------------------|----------------------------|---------------------------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ September 14, 2023 |
|------------------|----------------------------|---------------------------|

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





# CERTIFICATE OF LIABILITY INSURANCE

7/4/2024

DATE (MM/DD/YYYY)

9/6/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |                       |                |
|--|-----------------------|----------------|
| PRODUCER<br>Lockton Companies<br>444 W. 47th Street, Suite 900<br>Kansas City MO 64112-1906<br>(816) 960-9000<br>kcasu@lockton.com | CONTACT NAME:         |                |
|  | PHONE (A/C, No, Ext): | FAX (A/C, No): |
| E-MAIL ADDRESS:  |                       |                |
| INSURER(S) AFFORDING COVERAGE  |                       | NAIC #         |
| INSURER A : Zurich American Insurance Company  |                       | 16535          |
| INSURER B : Allied World Surplus Lines Insurance Company   |                       | 24319          |
| INSURER C :  |                       |                |
| INSURER D :  |                       |                |
| INSURER E :  |                       |                |
| INSURER F :  |                       |                |

COVERAGES CERTIFICATE NUMBER: 19878450 REVISION NUMBER: XXXXXXXX

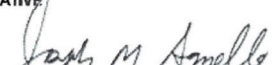
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|----------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y         | Y        | GLO 9730569    | 7/4/2023                | 7/4/2024                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 25,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$                                      |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY  | Y         | Y        | BAP 9730571    | 7/4/2023                | 7/4/2024                | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000<br>BODILY INJURY (Per person) \$ XXXXXXXX<br>BODILY INJURY (Per accident) \$ XXXXXXXX<br>PROPERTY DAMAGE (Per accident) \$ XXXXXXXX<br>DED: COMP/COLL \$ 1,000<br>EACH OCCURRENCE \$ XXXXXXXX<br>AGGREGATE \$ XXXXXXXX<br>\$ XXXXXXXX |
|          | <input type="checkbox"/> UMBRELLA LIAB<br><input type="checkbox"/> EXCESS LIAB<br>DED RETENTION \$  |           |          | NOT APPLICABLE |                         |                         |  |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N       | N/A      | WC 9730570     | 7/4/2023                | 7/4/2024                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000  |
| B        | PROFESSIONAL LIABILITY<br>UNLIMITED PRIOR ACTS  | N         | N        | 0313-9010      | 7/4/2023                | 7/4/2024                | EACH CLAIM: \$1,000,000;<br>AGGREGATE: \$1,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
2023-RFP-009 Grant Writing Services. Valley Sanitary District, its officers, employees, agents and District designated volunteers are additional insureds as respects general liability and auto liability, and these coverages are primary and non-contributory, as required by written contract. (SEE ATTACHED.)

### CERTIFICATE HOLDER

### CANCELLATION See Attachments

|   |  |
|---|--|
| <b>19878450</b><br>Valley Sanitary District<br>45500 Van Buren Street<br>Indio CA 92201 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|   | AUTHORIZED REPRESENTATIVE<br>  |

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# Addenda Acknowledgment

# Addenda Acknowledgment

Carollo acknowledges receipt of Addendum #1 dated August 30, 2023 and Addendum #2 dated September 1, 2023.

Options ▾

Save

## Carollo Engineers, Inc. Proposal

I agree to update this proposal to acknowledge any addenda received in the future even if this proposal has already been submitted.

Confirmed!

Aug 30, 2023 11:32 AM  
by Katie Menzer

### Addendum #1

Aug 30, 2023 11:25 AM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

[See What Changed](#)

Confirmed!

Sep 11, 2023 8:17 AM  
by Katie Menzer

### Addendum #2

Sep 1, 2023 2:21 PM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

[See What Changed](#)

< Back

Save Progress

Continue >

REQUEST FOR PROPOSAL  
2023-RFP-009  
GRANT WRITING SERVICES

Valley Sanitary District  
45500 Van Buren Street  
Indio, CA 92201



RELEASE DATE: August 15, 2023

DEADLINE FOR QUESTIONS: August 29, 2023

RESPONSE DEADLINE: September 14, 2023, 4:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/valley-sanitary>

Valley Sanitary District  
REQUEST FOR PROPOSAL  
Grant Writing Services

I. INTRODUCTION.....

II. INSTRUCTIONS TO PROPOSERS .....

III. Evaluation Phases .....

IV. Scope of Work .....

V. Vendor Questionnaire.....

Attachments:

A - VSD SAMPLE CONTRACT

B - SOW Grant Writing Services

## 1. INTRODUCTION

The Valley Sanitary District invites qualified candidates to submit proposals for contractual grant writing services. The District seeks to contract with an individual or firm managing the grant process. It can assist the District in maximizing the benefits of grant funding.

### 1.1. Summary

VSD has prepared this Request for Proposals (“RFP”) and is requesting proposals from qualified and interested firms (“Proposers”). The District seeks to contract with an individual or firm managing the grant process. It can assist the District in maximizing the benefits of grant funding. (the “Project”), RFP NO. 2023-RFP-009 Title: Grant Writing Services

The District intends to apply for grants that address documented District needs associated with service delivery and necessary capital infrastructure improvements. In addition, the District plans to apply for grants which are not only consistent with identified District needs but those grants that can be properly and efficiently administered by staff, taking into account existing duties and responsibilities. The goal of the District’s grant program is to secure Funding for services and projects for which the District otherwise would be required to utilize sewer use fees.

### 1.2. Background

The Valley Sanitary District (“VSD”) is in the Coachella Valley about 20 miles southwest of the Palm Springs airport. VSD is a wastewater district, founded in 1925, operating under the Sanitary District Act of 1923. VSD has over 28,000 service connections in a 19.5 square mile service area serving a population of about 89,000 in the communities of Indio, Coachella, La Quinta, and unincorporated Riverside County. VSD is governed by a five-member Board of Directors and led by a senior management team comprised of a General Manager, District Engineer, Chief Operations Officer, and Chief Administrative Officer.

### 1.3. Contact Information

**Project Contact:**

**Holly Gould**

Clerk of the Board  
45500 Van Buren St.  
Indio, CA 92201

Email: [hevans@valley-sanitary.org](mailto:hevans@valley-sanitary.org)

Phone:  [\(760\) 238-5400 Ext: 135](tel:(760)238-5400)

**Procurement Contact:**

**Branden Rodriguez**

Administrative Assistant  
45500 Van Buren St  
Indio, CA 92201

Email: [brodriguez@valley-sanitary.org](mailto:brodriguez@valley-sanitary.org)

Phone:  [\(760\) 238-5400](tel:(760)238-5400)

**Department:**  
Administration

1.4. Timeline

|  |                            |
|--|----------------------------|
| <b>Release Project Date</b>                | August 15, 2023            |
| <b>Question Submission Deadline</b>        | August 29, 2023, 4:00pm    |
| <b>Question Response Deadline</b>          | August 31, 2023, 4:00pm    |
| <b>Proposal Submission Deadline</b>        | September 14, 2023, 4:00pm |
| <b>Authorization to Negotiate Contract</b> | October 16, 2023           |

## 2. INSTRUCTIONS TO PROPOSERS

### 2.1. SCOPE OF SERVICES; PROFESSIONAL SERVICES AGREEMENT

The scope of services ("Services") sought under this RFP are set forth in more detail in Section 4 "Scope of Work" attached hereto and incorporated herein by this reference.

Notwithstanding the inclusion of such Services in the RFP, the final scope of Services negotiated between VSD and the successful Proposer shall be set forth in the Professional Services Agreement ("Agreement") executed by and between VSD and the successful Proposer. A copy of the Agreement is attached hereto as Exhibit "A" and incorporated herein by this reference.

### 2.2. VSD CONTACT

The principal contact for VSD will be Holly Gould, Clerk of the Board, (760) 238-5400 Ext: 135, hevans@valley-sanitary.org or a designated representative, who will coordinate the assistance to be provided by VSD to the Proposer. No other members of VSD's staff or VSD's Board should be contacted about this procurement during the RFP process. Any and all inquiries and comments regarding this RFP must be communicated in writing, unless otherwise instructed by VSD. VSD may, in its sole discretion, disqualify any Proposer who engages in any prohibited communications.

### 2.3. REQUESTS FOR CLARIFICATION

All questions, requests for interpretations or clarifications, either administrative or technical must be requested in writing and directed to VSD via the District's [eProcurement Portal](#) Q&A feature. All written questions, if answered, will be answered in writing, conveyed to all interested firms, and posted on VSD's eProcurement Portal. Oral statements by any persons should be considered unverified information unless confirmed in writing. To ensure a response, questions must be received in writing by 4:00 pm local time on Tuesday, August 29, 2023.

### 2.4. PROPOSAL REQUIREMENTS

Proposal responses must adhere to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or the inclusion of conditions, limitations, or misrepresentations may be cause for rejection of the submittal. Utilize font size large enough to be easily legible, but not smaller than 10 point.

The proposal must be submitted via VSD's [eProcurement Portal](#).

**A. Cover Letter. Provide a cover letter and introduction, including the name and address of the organization and individual submitting the proposal, together with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to represent the organization, and an expression of the Proposer's ability and desire to meet the requirements of this RFP. The letter must be signed by an individual authorized to bind the firm contractually.**

**B. Proposer Statement Of Qualifications. Describe the Proposer's resources, experience, and capabilities as they relate to providing the Services. Submit in the order identified below:**

**1. Executive Summary. An executive summary should briefly describe the Proposer's qualifications**



**and ability to perform the Services.**

**2. Qualifications and Experience. The proposal should:**

**a. Provide a description of how the Proposer's experience, technical and professional skills will meet the goals and fulfill the general functions identified in this RFP.**

**b. Any key staff members who would be involved in the performance of the scope of work. Provide their resumes, describe their experience, and identify their proposed role for the Project.**

**c. State the number of years the firm has conducted business.**

**d. Provide a description of the three most relevant contracts held within the last five years.**

**3. Evidence Of California Licensing. The proposal should include appropriate documentation showing the Proposer is properly licensed in the State of California to perform the Services requested in the scope of work.**

**4. References. The Proposer shall provide a minimum of four (4) client references, preferably city, county, or special district governments for whom the Proposer has previously performed services of similar type and scope within the last 5 years.**

**5. Subcontractors. The Proposer shall identify functions that are likely to be subcontracted and identify the subcontractor that is anticipated to perform each function, if known at this time.**

**C. Proposed Method to Accomplish the Work. Describe the technical and management approach to providing the Services to VSD. Proposer should take into account the scope of the Project, goals of VSD, and general functions required. Include a draft schedule of tasks, milestones, and deliverables that will provide for timely provision of the Project. In reviewing the scope of work, the Proposer may identify additional necessary tasks and is invited to bring these to VSD's attention within the discussion of its proposed method to accomplish the Project.**

**D. Certification of Proposal. This section shall state: "The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to VSD in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP."**

**E. Sealed Fee Proposal. Please provide a lump sum, not-to-exceed fee proposal for the Project. The fee proposal shall be broken down by task and further broken down by staff, subconsultant costs, and expenses for each task. The fee proposal shall include hourly rates for all personnel.**

## **2.5. PROPOSAL CONSIDERATIONS**

**A. No Deviations from the RFP.** In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the Agreement attached hereto as Exhibit "B". If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the proposed Agreement and, in particular, the insurance and indemnification provisions therein.

**B. Collusion.** By submitting a Proposal, each Proposer represents and warrants that its Proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly or indirectly induced or solicited any other person to submit a sham Proposal, or any other person to refrain from submitting a Proposal; and that the Proposer has not, in any manner, sought collusion to secure any improper advantage over any other person submitting a Proposal.

**C. Conflicts of Interest.** Proposers shall comply with all regulations and laws dealing with conflict of interest disclosure and reporting. Proposers shall not be engaged if a conflict of interest exists.

**D. Withdrawal of Proposals.** A Proposer may withdraw its proposal before the expiration of the time for submission of proposals by notifying and requesting VSD’s representative remove the Proposer’s submission.

**E. Financial Health and Reputation.** VSD reserves the right to consider the financial responsibility and general complexity of each Proposer, as well as its reputation within the industry to determine if the Proposer has the apparent ability to meet and complete successfully the requirements of the work. Upon request, the Proposer shall provide a financial statement, audited if necessary, in addition to any other information requested by VSD.

**F. Confidentiality of Proposal.** Proposals submitted in response to this RFP shall be held confidential by VSD and shall not be subject to disclosure under the California Public Records Act (Cal. Government Code section 6250 et seq.) until after either VSD and the successful Proposer have completed negotiations and entered into an Agreement or VSD has rejected all proposals. All correspondence with VSD including responses to this RFP will become the exclusive property of VSD and will become public records under the California Public Records Act. VSD will have no liability to the Proposer or other party as a result of any public disclosure of any proposal or the Agreement. If a Proposer desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the Proposer must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a Proposer submits trade secret information, the Proposer must plainly mark the information as “Trade Secret” and refer to the appropriate section of the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. If a request is made for information marked “Confidential”, “Trade Secret” or “Proprietary” (“Proprietary Information”), VSD will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. Proposer shall have five (5) working days after receipt of such notice to give VSD written notice of Proposer’s objection to VSD’s release of Proprietary Information. Proposer shall indemnify, defend and hold harmless VSD, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney’s fees) arising out of a legal action brought to compel the release of Proprietary Information. Proposals which indiscriminately identify all or most of the proposal as exempt from disclosure without justification may be deemed unresponsive and disqualified from further participation in this RFP.

## 2.6. EVALUATION CRITERIA

The proposal evaluation criteria include:

- Understanding of project and project approach
- Scope of work and schedule
- Relevant qualifications/experience
- Overall quality of proposal
- Cost evaluation

During the evaluation process, VSD reserves the right, where it may serve VSD's best interest, to request additional information or clarifications from Proposers, or to allow corrections of errors or omissions. Proposers may be invited to make an oral presentation.

The contract, if awarded, shall be to the most qualified Proposer, which submits the proposal that, in the sole judgment of VSD, is in the best interest of VSD.

Upon selection of a Proposer, VSD will endeavor to negotiate a mutually agreeable agreement with the

selected Proposer. In the event that VSD is unable to reach agreement, VSD will proceed, at its sole discretion, to negotiate with the next Proposer selected by VSD. VSD reserves the right to contract for services in the manner that most benefits VSD including awarding more than one (1) contract if desired. After negotiating a proposed Agreement that is fair and reasonable, VSD staff will make the final recommendation to VSD Board concerning the proposed Agreement. VSD Board has the final authority to approve or reject the Agreement.

## 2.7. SITE EXAMINATION

Proposers must examine the site and become acquainted with all conditions affecting the work. In submitting a Proposal, Proposers warrant that they have made such site examination as they deem necessary to determine the condition of the site, its accessibility to materials, workmen and equipment, and to determine the proposer's ability to protect existing surface and subsurface improvements. Proposers shall also familiarize themselves with all federal, state and local laws, ordinances, rules, regulations, and codes affecting the performance of the work; make such investigations, as it may deem necessary for performance of the Services at its proposal price within the terms of the Agreement; and correlate its observations, investigations, and determinations with the requirements of the Agreement.

## 2.8. SUBMITTAL INSTRUCTIONS

The proposal must be received no later than 4:00 pm local time, on or before Thursday, September 14, 2023 via VSD's [eProcurement Portal](#).

VSD will not be responsible for proposals that are delinquent, incorrectly submitted, or physically submitted to VSD. Proposals submitted after the stipulated deadline will not be accepted by VSD's eProcurement Portal. Please note that mailed, hand-delivered, faxed, or emailed proposals will not be accepted.

## 2.9. PROTESTS

A. Protest Contents. Protests based on the content of the RFP shall be submitted to VSD no later than ten (10) calendar days prior to the scheduled proposal submittal deadline. If necessary, the proposal submittal deadline may be extended pending a resolution of the protest. Proposer may protest a contract award if the Proposer believes that the award was inconsistent with VSD policy or this RFP is not in compliance with law. A protest must be filed in writing with VSD (email is not acceptable) within five (5) business days after receipt of notification of the intended contract award. Any protest submitted after 5 p.m. of the fifth business day after notification of the intended contract award will be rejected by VSD as invalid and the Proposer's failure to timely file a protest will waive the Proposer's right to protest the contract award. The Proposer's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, address and telephone number of the person representing the Proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.

B. VSD Review. VSD will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. VSD shall provide the Proposer submitting the protest with a written statement concurring with or denying the protest. Action by VSD relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this section are mandatory and are the Proposer's sole and exclusive remedy in the event of protest. Failure to comply

with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

## 2.10. ADDENDA

VSD reserves the right to revise the RFP prior to the time set to receive proposals. Revisions, if any, shall be made by written addenda via VSD's [eProcurement Portal](#). All addenda issued by VSD shall be included in the proposal and made part of the RFP. Each Proposer shall leave with VSD its name, and e-mail address for the purpose of receiving Addenda. Notices of addenda will be sent to all subscribed bidders following this project, and posted via VSD's eProcurement Portal. Proposers are responsible for ensuring that they have received any and all addenda. Each Proposer should monitor the project via the eProcurement Portal to verify that it has received all addenda issued, if any, prior to the bid opening. Failure to acknowledge receipt of all addenda via VSD's eProcurement Portal may result in bid rejection.

## 2.11. GENERAL CONDITIONS

- A. Amendments to Proposals. Unless specifically requested by VSD, no amendment, addendum or modification will be accepted after a proposal has been submitted to VSD. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted via VSD's [eProcurement Portal](#) prior to the deadline stated herein for receiving proposals.
- B. Non-Responsive Proposals. A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.
- C. Costs for Preparing. VSD will not compensate any Proposer for the cost of preparing any proposal, and all materials submitted with a proposal shall become the property of VSD. VSD will retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.
- D. Cancellation. VSD reserves the right to cancel this request for proposals at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other associated marketing costs.
- E. Price Validity. Prices provided by Proposers are valid for 90 days from the proposal due date. VSD intends to award the contract within this time but may request an extension from the Proposers to hold pricing, until negotiations are complete and the contract is awarded.
- F. No Commitment to Award. Issuance of request for proposals and receipt of proposals does not commit VSD to award a contract. VSD expressly reserves the right to postpone the proposal for its own convenience, to accept or reject any or all proposals received, to negotiate with more than one Proposer concurrently, or to cancel all or part of this request for proposals.
- G. Right to Negotiate and/or Reject Proposals. VSD reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of VSD, such action shall serve its best interests and those of the tax-paying public. The Agreement, if any is awarded, will go to the Proposer whose proposal best meets VSD's requirements.

### 3. EVALUATION PHASES

During the evaluation process, VSD reserves the right, where it may serve VSD's best interest, to request additional information or clarifications from Proposers, or to allow corrections of errors or omissions. Proposers may be invited to make an oral presentation.

The contract, if awarded, shall be to the most qualified Proposer, which submits the proposal that, in the sole judgment of VSD, is in the best interest of VSD.

Upon selection of a Proposer, VSD will endeavor to negotiate a mutually agreeable agreement with the selected Proposer. In the event that VSD is unable to reach agreement, VSD will proceed, at its sole discretion, to negotiate with the next Proposer selected by VSD. VSD reserves the right to contract for services in the manner that most benefits VSD including awarding more than one (1) contract if desired.

After negotiating a proposed Agreement that is fair and reasonable, VSD staff will make the final recommendation to VSD Board concerning the proposed Agreement. VSD Board has the final authority to approve or reject the Agreement.

| No. | Evaluation Criteria                                  | Scoring Method | Weight (Points)             |
|-----|--|----------------|-----------------------------|
| 1.  | <b>Understanding of Project and Project Approach</b> | Points Based   | 30<br><i>(30% of Total)</i> |
| 2.  | <b>Scope of Work and Schedule</b>                    | Points Based   | 25<br><i>(25% of Total)</i> |
| 3.  | <b>Relevant Qualifications/Experience</b>            | Points Based   | 25<br><i>(25% of Total)</i> |
| 4.  | <b>Overall Quality of Proposal</b>                   | Points Based   | 10<br><i>(10% of Total)</i> |
| 5.  | <b>Cost Evaluation</b>                               | Points Based   | 10<br><i>(10% of Total)</i> |

## 4. SCOPE OF WORK

### 4.1. [Scope of Work Grant Writing Services](#)

#### SCOPE OF WORK

The following are typical services and items the successful consultant will be required to provide the District if awarded the contract and should be addressed in each proposal.

- Funding needs analysis – Work with the District management to assess the validity of current funding priority areas and identify new priority areas for Funding.
  - Review with District staff all current and future CIP projects
  - Prioritize projects based on timing and District needs
  - Evaluate funding opportunities based on the prioritization list
  - Develop a timeline for application submittal based on normal State and Federal funding schedules
  - Identify a list of requirements for each project to determine the "shovel readiness" of each project, which would best position the District for a successful award
- Grant Funding Research – Conduct research to identify grant resources including, but not limited to, federal, state, foundation, agencies, and organizations that support the District’s funding needs and priorities in the following general areas by way of illustration but not limitation:
  - Recycled Water
  - Drought Response Programs
  - Infrastructure Development and Maintenance
  - GIS Geographic Information System
  - Planning
  - Youth Engagement, Education, and Employment
- On-call Grant Research – In addition to the areas defined above, other areas may also be identified through the Funding needs analysis process and throughout the duration of the contract.
- Grant proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of the District, including the preparation

of funding abstracts, production, and submittal of applications to funding sources. A copy of each submitted grant application will be provided to the District.

- Monthly reports – the successful consultant shall submit monthly reports to the District summarizing the time expended and describing activities undertaken during the previous month.

## 5. **VENDOR QUESTIONNAIRE**

### 5.1. Have you read and agreed to all Terms and Conditions?\*

- Yes
- No

\*Response required

### 5.2. Submit Proposal Document Here\*

PDF Attachment

\*Response required



# Resumes



## Kathryn S. Menzer

**Katie Menzer**, a senior funding specialist and grant analyst with Carollo Engineers, has more than 17 years of experience managing and researching funding opportunities and submitting successful loan and grant proposals for a variety of industries, including water and wastewater agencies, cities, healthcare clinics, museums, social services, and public media. She has successfully identified, applied for, and secured more than \$1 billion in loans and grants from federal, state, and local sources. Her strengths lie in her ability to process large amounts of dense information quickly and translate it into compelling loan and grant requests that benefit public works projects, nonprofits, and initiatives.

### Education

BA English, Swarthmore College

### Relevant Experience

→ Project funding coordinator responsible for the submission of a Clean Water State Revolving Fund (CWSRF) application to the State Water Resources Control Board (SWRCB) on behalf of the City of Twentynine Palms, California. The City is solely dependent on groundwater for its potable water supply, and the community relies on individual household septic tanks for its wastewater needs. As a small, disadvantaged community, the City requested Principal Forgiveness (PF) funding for its \$158.5 million project to convert its users to a septic system to ensure the sustainability of its groundwater basin. Tasks included completion of general, technical, environmental, and financial packages; review of project report; answering questions by the state on application details; submission of budget and forms as well as coordination of meetings between the City and state representatives. The project has been placed on the state's Fundable List for 2023-2024.

→ Project funding coordinator responsible for the submission of a CWSRF application to the SWRCB on behalf of the Hi-Desert Water District, California. The District has been identified as a high priority by the SWRCB for eliminating the use of septic systems due to high nitrates found in production wells. The District requested Principal Forgiveness for Phases II and III of its \$180 million septic-to-sewer conversion project. Tasks included completion of all packages, project report review, coordination of required signed forms, responding to questions by the state, and arrangement of meetings between District and state officials. The project has been placed on the state's Fundable List for 2023-2024.

→ Project funding coordinator responsible for the submission of a CWSRF application to the SWRCB for the City of King, California. The City's aging wastewater treatment plant no longer meets State Order Central Coast regulatory requirements. The proposed project will update the facility to meet requirements and pave the way for tertiary treatment capability in the future. As a small community, the City has requested Principal Forgiveness and was placed on the state's 2023-2024 Fundable List.

→ Funding specialist assisting the Polk Regional Water Cooperative in Polk County, Florida with its Water Infrastructure Finance and Innovation Act (WIFIA) loan. Polk County is a fast-growing community with a limited water supply. The loan will support projects to sustain the local drinking water supply and alleviate the strain on the Upper Floridan Aquifer. Tasks include compliance and disbursement assistance; coordination with EPA staff; and expertise in deciphering federal crosscutter requirements including the Build America, Buy America Act (BABA) and the Davis-Bacon Act regulations.

→ Funding specialist assisting Sarasota County, Florida with its \$132 million WIFIA loan. The loan funds an expansion and upgrade of the Bee Ridge Water Reclamation Facility from an existing water reclamation facility to an advanced wastewater treatment facility that will meet increasing service area demands. Tasks include coordination and compliance support.

→ Senior grants analyst for the Building Resilient Infrastructure and Communities (BRIC) grant application, San Mateo County, California. Assisted with the submission of a grant application through the Federal Emergency Management Agency (FEMA) for the

## Kathryn S. Menzer

communities of Hillsborough, Millbrae, and Burlingame, California. The project benefits the three communities by increasing the seismic reliability of their aging water systems, providing additional water output and storage to combat wildfires, and decreasing electricity costs.

→ Funding lead for the development of a strategy to identify grants and low-interest loans to help offset the cost of the City of Los Angeles, California, Stormwater Capture Project. The project is initiated by the Los Angeles Department of Water and Power (LADWP) and is designed to improve water quality in the area's watershed by reducing pollutants discharged into the Los Angeles River.

→ Lead grant writer of an U.S. Bureau of Reclamation Water Recycling and Desalination Planning program application on behalf of LA Sanitation (LASAN), California, for the City of Los Angeles' One Water plan. The goal of the program is to recycle 100 percent of wastewater from the Hyperion Water Reclamation Plant, one of the largest treatment plants in the world, for beneficial reuse for the City. The \$5 million grant will assist in funding a feasibility study and Phase I of the project.

→ Project funding coordinator responsible for the development and submittal of a CalRecycle Organics Grant application to fund the City of Redding, California, Redding Organics Diversion to Energy Operation (R.O.D.E.O.) project that utilizes an anaerobic digestion system to convert commercial food waste into renewable natural gas. Tasks included using Census data and population demographic tools to create a data-driven application narrative that highlighted the project's benefits of decreasing greenhouse gas emissions while assisting the low-income region with job growth, completing budget documents and collecting letters of support from community stakeholders.

→ Senior grants analyst researching federal and state funding loan and grant opportunities for the City of Dallas, Texas. Tasks included using extensive knowledge of grant availability to determine and rank which

channels would be most successful for the City to pursue for its multiple sewer rehabilitation and upgrade projects while providing the City guidance on next steps to reach funding goals.

→ Senior grants analyst for Santa Clara Valley Water District, California, Novel Pilot-Scale Treated Water Augmentation study, including development of a U.S. Bureau of Reclamations' Desalination and Water Purification Research Program grant to fund Valley Water's study evaluating the impact of potable reuse and conventional drinking water blends on distribution system operations and water quality. Project partners include Stanford University and the University of California, Berkeley.

→ Funding technical lead for the Cesspool Conversion Finance Research Project for the Hawaii Department of Health, Wailuku, Hawaii. There are approximately 88,000 cesspools across the state, and with growing environmental issues caused by climate change, untreated waste may flow into the state's water table, contaminating drinking water and the ocean beyond. Project tasks include identification/evaluation of federal/state/local loan and grant programs and non-traditional funding models for funding cesspool conversions; review of existing state cesspool conversion programs for applicability; and identification of financing recommendations.

→ Project funding coordinator responsible for the identification of potential federal, state, and local grant and low-interest loan programs for planning, design, construction, and research projects. Tasks included review of CIP program and/or project elements, current and upcoming funding program opportunities, and agency calls to ascertain project fit. Clients include the Joint Water Commission, Oregon; El Dorado Irrigation District, California; City of Dallas, Texas; City of Pacifica, California; City of Twentynine Palms, California; East County Advanced Water Purification Joint Powers Authority, California; City of Salinas, California; City of Williams, Arizona, and others.



## Jeffrey A. Weishaar, PE

**Jeff Weishaar**, a civil and environmental engineer with Carollo Engineers, has worked on various wastewater projects, including elements of analysis, design, and construction.

### Education

MS Environmental Engineering, University of Missouri, Rolla, 2006

BS Civil Engineering, University of Missouri, Rolla, 2004

### Licenses

Civil Engineer, California

### Professional Affiliations

American Society of Civil Engineers

Society of American Military Engineers

Water Environment Federation

### Relevant Experience

→ Project manager for the City of Oceanside Facility Needs Condition Assessment. This project provided condition assessment at three treatment plants owned and operated by the City. Specific duties included coordination and overall lead for the condition assessments, civil and mechanical condition assessment, identification of potential improvement projects; project cost estimating; and report preparation. Recommendations for project implementation, based on criticality and available budget, were provided to assist the City in preparing for their upcoming fiscal year budget and updating the Capital Improvements Program.

→ Project engineer for the La Salina Treatment Plant Facility Plan for the City of Oceanside, California. His responsibilities included condition assessment of civil, process, and mechanical facilities; identification of potential improvement projects; project cost estimating; and report preparation. Recommendations for project implementation, based on criticality and available budget, were provided to assist the City in preparing for their upcoming fiscal year budget and updating the Capital Improvements Program.

→ Condition assessment task leader for the City of Oceanside, California, 2013 Integrated Master Plan update. The task entailed condition assessment of the City's 32 sewer lift stations. Replacement and rehabilitation projects were identified and prioritized for use in the City's CIP.

→ Project manager for the Water Reclamation Plant Expansion for the City of San Clemente, California. The preliminary and final design project will increase plant recycled water production capacity from 2.2 to 4.4 mgd. Preliminary design responsibilities included process evaluation of disinfection processes and flow balancing to evaluate on-site storage of secondary effluent prior to

tertiary treatment. Final design responsibilities included civil and yard piping, mechanical and process design for drawing production, specification preparation, and cost estimating.

→ Project engineer for the San Luis Rey Water Reclamation Plant for the City of Oceanside, California. The preliminary and final design project will increase plant recycled water production capacity from less than 0.5 to 1.5 mgd and includes master planning to an ultimate capacity of 7.5 mgd. Specific responsibilities included process evaluation and life-cycle cost analysis for tertiary and disinfection processes during preliminary design. Final design responsibilities included civil work, yard piping, mechanical and process design for drawing production, specification preparation, and cost estimating.

→ Project manager for the Elsinore Valley Municipal Water District, California, Regional WRF Program Management project. The project included administration building rehabilitation – office/laboratory/staff break-room/storage room.

→ Project engineer for the Sweetwater Authority, California, Robert A. Perdue Water Treatment Plant Facilities Master Plan Update. Carollo completed a detailed condition assessment plan and investigation to create an overall asset list for installed equipment at the plant, including structural, mechanical, electrical, and instrumentation assets. The project also includes process improvement evaluations to explore safer use of chemicals on site; replaces the aging clearwell facility; improves chemical handling, conveyance, and mixing; upgrades the intake structure to reduce manpower needed for operational tasks; and assesses potential regulatory requirements that could alter the treatment process at the plant.

→ Project manager for the City of San Diego, California, Alvarado Water Treatment Plant Stainless Steel Piping Condition Assessment. Carollo was asked to perform a condition assessment for the City to determine

## Jeffrey A. Weishaar, PE

the condition of all the gallery piping and estimate useful remaining life. However, only the wash water supply piping was assessed due to hydraulic issues with valving not holding flow and limited shutdown time. The wash water supply piping is 30 inches in nominal diameter and is constructed of Type 304L stainless steel. The results of the condition assessment will be used to determine if rehabilitation or replacement of the Type 304L stainless steel piping is recommended. Based on the conclusions of the condition assessment rehabilitation and replacements options considered, rehabilitation of the piping was determined not feasible.

→ Project manager and process mechanical lead for the San Elijo Joint Powers Authority (SEJPA), California, San Elijo Water Reclamation Facility Plan Update. The purpose of this Facility Plan Update was to provide SEJPA with a planning document that identified and prioritized potential improvements at the San Elijo WRF. Projects were identified based on a comprehensive condition assessment of the installed assets, a review of regulatory issues and potential changes, and potential process enhancements. Additional work was performed to update the Wastewater Asset Management database previously prepared for SEJPA.

→ Project manager for the Encina Wastewater Authority, California, Process Master Plan for the Encina Water Pollution Control Facility. Carollo prepared a process master plan to evaluate existing process operations, recommend necessary enhancements, and ensure the Encina Wastewater Authority continued operation with up-to-date technologies while maintaining effective reuse of Encina's water, biofuel, and bio-solid resources.

→ Project engineer for the J.B. Latham Treatment Plant Facility Plan for the South Orange County Wastewater Authority, California. The Facility Plan provided a 20-year planning window for liquid and solids treatment, flow analysis, odor control, energy management, site planning, and regulatory issues. Project duties included flow and plant capacity analysis, solids treatment analysis for thickening and digestion, site planning, cost estimating, and report preparation.

→ Project engineer for the Asset Valuation Study for the City of Santa Paula, California, water and sewer systems. His responsibilities included preparation of replacement, less depreciated cost values, for the City's water and sewer systems, including distribution and collection piping and appurtenances, water and wastewater treatment plants, pump stations, reservoirs, and estimated land value.

→ Condition assessment task leader for the City of Colton, California, Wastewater Master Plan. Responsibilities included leading a team of discipline engineers to assess the City's wastewater treatment plant facility.

→ Project engineer for design of a new wastewater lift station at Lake Cachuma Park for the County of Santa Barbara, California. The station incorporates chopper pumps in a wet well designed to prevent solids deposition. He provided construction management services, submittal review, and responses to contractor requests for information.

→ Project engineer for the Los Molinos Pump Station Reliability Analysis for the City of San Clemente, California. The study identified a fully redundant, engine-driven pump as the best approach to minimize overflows.

→ Project engineer for the City of Barstow, California, Wastewater Treatment Plant Improvements Phase 1 Project. This project covered multiple subtasks including condition assessment of the wastewater treatment plant, project development and ranking, process modeling, preliminary design and final design. The Phase 1 construction project includes rehabilitation of the aeration basins, secondary clarifiers, and gravity thickener, as well as SCADA upgrades, a new dewatering facility and new standby generator and additional miscellaneous site piping, electrical and instrumentation upgrades. The Phase 2 construction project will include upgrades to the primary clarifiers and aerobic digesters as well as a new influent pump station, a new electrical control building and additional SCADA, electrical, and instrumentation upgrades.



## Jeffrey R. Thornbury

**Jeff Thornbury's** 37 years of civil engineering and environmental experience allows him to anticipate challenges that arise during the course of any project. His commitment to providing cost-effective solutions by taking on a proactive role in projects will result in the completion of projects on time and within budget. He encourages an open line of communication between the client and project manager in order to create innovative solutions to challenges.

His experience ranges from water and wastewater engineering design, permitting, water resources and stormwater management, facility design, water and wastewater process, to construction design build. He has been project manager and principal in charge throughout the southwestern United States on more than 120 environmental management projects, 150 wastewater and civil/environmental projects, and 80 hazardous and solid waste management projects.

### Education

BS Civil Engineering,  
University of Arkansas,  
1983

### Professional Affiliations

American Society of Civil  
Engineers

National Society of  
Professional Engineers

### Relevant Experience

→ Principal-in-charge for the 450/680 Recycled Water Reservoir and Pump Station for the Otay Water District, San Diego, California. The project included planning, design, and construction support services for a 12 million gallon recycled water steel reservoir, a 17-mgd pump station, 3,300 linear feet of CMLC pipelines, valve and meter vaults, yard piping, and access.

→ Principal-in-charge for the Integrated Water Management Plan for the City of Riverside, California. The project developed a long-term supply strategy to meet the City's projected potable, non-potable, and recycled water demands.

→ Principal-in-charge for the Stormwater Recovery for Pure Water Facilities, City of San Diego, California. Provided planning and preliminary design of combined sewer systems, and evaluation of treatment alternatives at wastewater reclamation plants to provide additional source water for the City's Pure Water Program.

→ Principal-in-charge for North City Renewable Energy Pipeline Design, City of San Diego, California. Provided planning and design of the City's landfill gas pipeline from the existing Miramar Landfill to the North City Water Reclamation Plant as a component of the North City Renewable Energy Project.

→ Project director for the Wastewater Treatment and Stormwater Investigation and Design for United Airlines at San Francisco International Airport, California. The

project included planning, investigations, design, and construction efforts related to stormwater collection, detention, and treatment at the San Francisco International Airport Aircraft Maintenance Facilities. The study area totaled 300 acres, covering on-site and offsite airport properties.

→ Principal-in-charge for the Irvine Ranch Water District, California, Rattlesnake Reservoir Chlorine Gas System Replacement. Carollo is providing engineering services to replace the existing chlorine gas system with a bulk sodium hypochlorite system. Developed and evaluated alternative layouts for the new sodium hypochlorite storage and feed system, including three initial layouts for tank and pumping configurations.

→ Principal-in-charge for the design of the North City Pure Water Facility, City of San Diego, California. This fast-track design project was successfully managed and completed for construction bidding of this \$250 million project within 11-months. The project required extensive coordination with City departments, permitting agencies and stakeholders.

→ Project director for the Encina Wastewater Authority, California, preliminary and final design of the Secondary Aeration Basin Rehabilitation project at the Encina Water Pollution Control Facility. This project adds anaerobic selectors to the activated sludge process to improve secondary sludge settling for a capacity of 40.5 mgd. Baffle walls and mixers are added to the existing aeration basins to create anaerobic zones. The project also includes

## Jeffrey R. Thornbury

rehabilitation of the basins influent channels and washdown water system, gate replacement, and addition of a new standby RAS pump. Aeration basin covers are modified to provide improved access and safety provisions. Carollo's WASAC process was evaluated to identify potential energy and chemical savings and overall feasibility.

→ Principal-in-charge at the Encina Water Pollution Control Facility for the Fiscal Year 2012 Major Plant Rehabilitation for the Encina Wastewater Authority, California. The FY 2012 project consists of replacement of existing agitation air piping and diffusers, installing temporary bypass pumping system capable of approximately 70-mgd to allow structural repair work on the influent junction structure, cure in place lining of four 48-inch influent lines, new slide gates with electric actuators, foul air axial fan and piping, constructing vector truck dump station, rehabilitating existing plant drainage pump station, replacement of existing grit separating equipment, site grading drainage v-ditches, replacement of concrete sidewalks, asphalt pavement, curbs, and gutters.

→ Principal-in-charge for the RP-4 Pump Station Design project for the Inland Empire Utilities Agency, California. The project consisted of upgrading an existing pump station by adding three 300-hp vertical turbine pumps and constructing a new booster pump station with five 300-hp horizontal split case pumps and approximately 800 feet of 36- and 48-inch diameter discharge pipeline.

→ Principal-in-charge for the Rincon del Diablo Municipal Water District, California, Rockhoff Pump Station Replacement. This project consisted of the replacement of a pump station building and station modification to replace vertical turbine pump units with centrifugal skid-mounted pumps.

→ Principal-in-charge for the Otay Water District, California, 870-2 Pump Station Replacement. Carollo designed a pump station facility that feeds two separate pressure zones one of which serves as a recirculation line for a 37 MG reservoir. An extensive cost analysis of life cycle costs and system reliability was performed looking at gas vs.

electric drive pumps. Site constraints required special attention to keep all facilities within the property limits yet also plan for a future build-out phase that would double the facility's pumping capacity and accommodate future transmission mains crossing the site.

→ Principal-in-charge for the Miramar Pump Station Condition Assessment project for the San Diego County Water Authority, California. The project included condition assessment and renewal decision analysis for the pump station.

→ Principal-in-charge for the Sweetwater Authority, California, Robert A. Perdue Water Treatment Plant Facilities Master Plan Update. Carollo completed a detailed condition assessment plan and investigation to create an overall asset list for installed equipment at the plant, including structural, mechanical, electrical, and instrumentation assets. The project also includes process improvement evaluations to explore safer use of chemicals on site; replaces the aging clearwell facility; improves chemical handling, conveyance, and mixing; upgrades the intake structure to reduce manpower needed for operational tasks; and assesses potential regulatory requirements that could alter the treatment process at the plant.

→ Principal-in-charge for the City of San Diego, California, Alvarado Water Treatment Plant Stainless Steel Piping Condition Assessment. Carollo was asked to perform a condition assessment for the City to determine the condition of all the gallery piping and estimate useful remaining life. However, only the wash water supply piping was assessed due to hydraulic issues with valving not holding flow and limited shutdown time. The wash water supply piping is 30 inches in nominal diameter and is constructed of Type 304L stainless steel. The results of the condition assessment will be used to determine if rehabilitation or replacement of the Type 304L stainless steel piping is recommended. Based on the conclusions of the condition assessment rehabilitation and replacements options considered, rehabilitation of the piping was determined not feasible.



## Risa Guysi, EIT

**Risa Guysi** is an environmental engineer with four years of experience. Since joining Carollo Engineers, she has worked on various wastewater projects and pilot studies.

### Education

BS Environmental Engineering, University of California, Riverside, 2013

AA General Studies, Saddleback College, Mission Viejo, CA, 1991

### Licenses

Engineer-in-Training, California

### Relevant Experience

→ Team member of a senior design team project on Selective Catalytic Reduction (SCR) System for Lawnmower Emissions for the Chemical and Environmental Engineering Department at the University of California, Riverside (UCR). The project included a team-designed aftermarket filter using SCR technology, which dramatically reduced nitrogen oxides, carbon monoxide, and particulate matter from lawnmower emissions. She drafted a grant proposal and was awarded the UCR Undergraduate Research Mini-Award Grant. The team competed at The Institute for Energy and the Environment/WERC: International Environmental Design Contest in Las Curces, New Mexico, and won first place in Open Task and first place in Peer Review (2013). The project was awarded Top Senior Design Project (2013) from UCR.

→ Project engineer for the Buena Vista, Buena Creek, and Raceway Pump Stations VFD/PLC Replacement and Rehabilitation Study for the City of Vista, California. Her responsibilities included condition assessment of civil, process, and mechanical facilities; identification of potential improvement projects; project cost estimating; construction services; and report preparation. Recommendations for project implementation, based on criticality and available budget, were provided to assist the City in preparing for their upcoming fiscal year budget and updating the Capital Improvements Program.

→ Project engineer for the Mission Gorge Road Sewer Improvements for the City of San Diego, California. The project includes demolition of the roadway surface features, including the existing AC pavement and raised landscaped median. The removal and replacement of approximately 600-feet of 12-inch diameter SDR 26 PVC sewer pipeline required flow capacity analysis, design, and construction engineering

support services for the successful implementation and execution of the emergency repair design-build project.

→ Project manager for the Stormwater Recovery Feasibility Study for the City of San Diego, California. This project included evaluating the potential for capture and recovery of stormwater as an additional source of water supply for the Pure Water San Diego Phase II project. Stormwater would be diverted to the City's existing wastewater collection system where capacity is available, treated with sewer flows and then sent to a future advanced water purification facility.

→ Project engineer for the Regional Treatment Plant Advanced Water Treatment No. 2 rehabilitation for the South Orange County Wastewater Authority, California. The project included delivery of a preliminary design report analyzing the necessary repairs to the filter's mechanical appurtenances and instrumentation to improve safety and operations reliability. Drawings and specifications were prepared for concrete repair and recoating, piping and valve modifications, and instrumentation upgrades.

→ Project engineer and pilot operator for a three-month reverse osmosis pilot study for the City of Oceanside, California and the U.S. Bureau of Reclamation. The project included evaluating a preliminary analysis of potential brine treatment by addition of a third stage reverse osmosis system to the Mission Basin Groundwater Purification Facility. Her responsibilities included daily maintenance and operation of the RO pilot unit, troubleshooting and installation or repair of instrumentation and equipment, collaboration with team members regarding performance and maintenance issues, on-site analysis/testing and sample collection for lab analysis, and ordering materials, equipment, hazardous chemicals, and preparation of the pilot test report to summarize the performance and analytical data and present recommendations to the City.



## Risa Guysi, EIT

→ Pilot operator for a six-month biodenitrification pilot study for the Cucamonga Valley Water District, California. The project involved confirming anticipated design criteria for nitrate removal, attaining California Department of Public Health conditional approval for biottha™-based dibromochloropropane (DBCP) treatment, demonstrating the stability of the system under forced system disturbances, and familiarizing District staff with the system. Her responsibilities included daily operation and maintenance of the biottha™ pilot system, troubleshooting and installation or repair of instrumentation and equipment, collaboration with team members regarding performance and maintenance issues, on-site analysis/testing and sample collection for lab analysis, and ordering materials, equipment, and hazardous chemicals.

→ Pilot operator for a nine-month biodenitrification pilot study for the Chino Basin Desalter Authority, California, and the U.S. Environmental Protection Agency. The project included developing full-scale design criteria for the biottha™ system targeting nitrate, trichloroethylene (TCE), and 1,2,3-trichloropropane (TCP); identifying any process limitations and potential failure scenarios; and applying for and receiving conditional California Department of Public Health approval for using the biottha™ system to remove TCE and TCP from drinking water. Her responsibilities included daily operation and maintenance of the biottha™ pilot system, troubleshooting and installation or repair of instrumentation and equipment, collaboration with team members regarding performance and maintenance issues, on-site analysis/testing and sample collection for lab analysis, and ordering materials, equipment, and hazardous chemicals.

→ Laboratory assistance for the Environmental Fate and Transport Laboratory at the University of California, Riverside. Her responsibilities included protocol development and testing; equipment maintenance, decommissioning, and acquisition; hazardous waste management; ordering laboratory supplies and materials; and supervision and training of undergraduate students.

→ Research assistant for the chemical and Environmental Engineering Department at the University of California, Riverside. She collaborated with graduate students and faculty regarding analytical methods and results; analyzed experimental results to determine fate and transport of nanoparticles within a model colon/septic system and resulting impact on human intestinal flora and groundwater; and performed water quality testing, including alkalinity, hardness, TSS, BOD, and electrophoretic mobility.

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# GRANT WRITING SERVICES

**Sealed Fee Proposal / 2023-RFP-009 / September 2023**



# Sealed Fee Proposal

| Tasks             | Funding Support   | Carollo Labor   |                |                |          |                     |             |            | Other Direct Costs (ODC) |          |         |        |                 | Subtotal |
|-------------------|---|-----------------|----------------|----------------|----------|---------------------|-------------|------------|--------------------------|----------|---------|--------|-----------------|----------|
|                   |   | Project Manager | Grants Manager | Grants Analyst | Graphics | Document Processing | Total Hours | Labor Cost | PECE                     | Printing | Mileage |        | Total ODC Cost  |          |
|                   |   |                 |                |                |          |                     |             |            |                          |          | Trips   | Amount |                 |          |
| Hourly Rate       |   | \$303           | \$185          | \$140          | \$185    | \$147               |             |            |                          |          |         |        |                 |          |
| 1                 | Project Kick-off Meeting                                    | 2               | 4              | 6              |          |                     | 12          | \$2,186    | \$168                    | \$0      | \$0     | \$0    | \$168           | \$2,400  |
| 2                 | CIP Review and Project Verification                         | 2               | 20             | 20             |          |                     | 42          | \$7,106    | \$588                    | \$0      | \$0     | \$0    | \$588           | \$7,700  |
| 3                 | Funding Strategy Development                                |                 | 40             | 40             |          | 4                   | 84          | \$13,588   | \$1,176                  | \$0      | \$0     | \$0    | \$1,176         | \$14,800 |
| 4                 | On-call Grant Research                                      |                 | 8              | 24             |          |                     | 32          | \$4,840    | \$448                    | \$0      | \$0     | \$0    | \$448           | \$5,300  |
| 5                 | Develop Grant and Low Interest Loan Applications - OPTIONAL |                 |                |                |          |                     |             |            |                          |          |         |        |                 |          |
|                   | a. Develop SRF Application Package                          | 12              | 60             | 92             | 16       | 36                  | 216         | \$35,868   | \$3,024                  | \$0      | \$0     | \$0    | \$3,024         | \$38,900 |
|                   | b. Develop USBR Drought Response Program Grant              | 8               | 60             | 80             | 16       | 16                  | 180         | \$30,036   | \$2,520                  | \$0      | \$0     | \$0    | \$2,520         | \$32,600 |
|                   | c. Develop IBank loan application                           | 8               | 80             | 80             |          |                     | 168         | \$28,424   | \$2,352                  | \$0      | \$0     | \$0    | \$2,352         | \$30,800 |
| 6                 | Project Management  |                 | 32             | 32             |          |                     | 64          | \$10,400   | \$896                    | \$0      | \$0     | \$0    | \$896           | \$11,300 |
| <b>Total Cost</b> |   |                 |                |                |          |                     |             |            |                          |          |         |        | <b>\$41,500</b> |          |

## Legend

PECE = Project Equipment and Communication Expense

a, b & c = Expense example fees for possible funding applications. District will select its preferred application pursuits at a later date. Example application fees are not reflected in total cost.

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# GRANT WRITING SERVICES

2023-RFP-009



**VALLEY SANITARY DISTRICT**  
*September 14, 2023*





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September 14, 2023

**Holly Gould**

*Clerk of the Board*

Valley Sanitary District

45500 Van Buren St.

Indio, CA 92201

hevans@valley-sanitary.org

## **A. Cover Letter: 2023-RFP-009 Grant Writing Services**

Dear Evaluation Committee:

Valley Sanitary District (VSD) is making significant investments in wastewater capital projects for the Indio community with \$58,232,000 funded in the current fiscal year 2023/24 budget. Key projects to be completed include the Recycled Water Project Phase 1 Design-Build, the Collection System Sewer Main Rehabilitation and Replacement Project (Project 2—Downtown District Sewer Improvements), and the Westward Ho Sewer Siphon Replacement (Federal Emergency Management Agency [FEMA] funded). As noted in VSD’s Budget Message, *“the District has had to reprioritize major initiatives and capital projects due to increased operating costs, construction costs, and inflation...The District’s greatest challenges are addressing aging infrastructure and preparing to meet changing regulatory requirements while maintaining its affordability for ratepayers. The 20-Year Master Plan indicates a need for over \$308 million in improvements and replacement of assets, including the Recycled Water Project, with an estimated cost of \$197 million.”*

In light of the financial challenges emphasized in VSD’s Budget Message, VSD has strategically issued its RFP-2023-009 for the selection of a qualified consultant that can support VSD with grant writing services to pursue the various grant programs available to VSD to offset upfront capital costs otherwise required to fund its critical sewer collection system projects and Recycled Water Project. Every dollar secured in outside funding is one step towards mitigating and lowering any future rate increase—delivering on VSD’s promise to maintain affordability for its ratepayers.

### **Understanding of Your Challenges=A Long-Term Trusted Advisor to VSD.**

Harris & Associates (Harris) values its long-term relationship with VSD as a Program Manager for the sewer collection system capital projects. We care deeply for our involvement with VSD as your Trusted Advisor, and know that this relationship can be further expanded by the Team identified in our Proposal to position VSD to meet its funding challenges through strategic pursuits of grant funding and low interest loans to offset grant requirements, all of which is in thoughtful consideration of future financial analyses and rate studies that may be required to meet VSD’s operational and capital costs moving forward into the future.

We are intimately familiar with VSD, its 20-Year Master Plan, its funding challenges, and know the value we can bring to VSD as its Grant Writing Services consultant. In addition to the valuable experience of the Harris employees specifically chosen for this assignment, we have teamed with Ms. Sudi Shoja with Engineering Solutions Services, Inc., (ESS). Sudi is also very familiar with VSD, having been previously selected by VSD for grant and loan assistance, pursuing, on behalf of VSD, funding through the Bureau of Reclamation Title XVI and Clean Water State Revolving Fund programs, and helped to secure a \$44.06 million WIFIA loan reservation from the EPA for VSD’s Recycled Water Project.

**Harris & Associates, Inc.**

800 North Haven Avenue, Suite 390

Ontario, CA 91764

P: 800.827.4901 ■ F: 866.356.0998

WeAreHarris.com





**A Trusted Project Manager with a Unique Perspective.** Trust, the foundation of strong relationships, is key to understanding VSD’s needs and knowing the variety of grants and loan programs available for pursuit that can offset VSD’s capital costs. Marcus Fuller embodies both dimensions of trust: competence and character. Marcus has served in a variety of roles for local agencies including in Palm Springs where, as Assistant City Manager, he was responsible for management of the City’s Wastewater Enterprise, including capital project delivery and exploring financing options to most effectively and efficiently utilize the Palm Springs ratepayers’ funds.

Most importantly, Marcus understands how the utility enterprise capital costs, when leveraged with available grant funds and low interest financing for any required grant funding match, can translate into lower overall costs and ultimately lower rates charged to the customer.

Marcus brings unmatched agency knowledge and a diverse perspective that will benefit VSD as our Team pursues those outside funds to offset its capital costs and in the end help lower any future revenue increases that may be necessary.

Marcus previously teamed with Sudi to pursue a low interest loan through the Clean Water State Revolving Fund (CWSRF) program for Palm Springs’ Wastewater Treatment Plant Upgrade Project. Together they were successful in navigating the CWSRF Program and secured the construction funding loan that immediately offset the upfront capital cost of \$21 million. More importantly, through their effort they capitalized on the loan principal forgiveness through the Green Project Reserve available in the CWSRF program to “write off” over \$1.1 million (4-5%) of the “green” sustainable and energy savings elements of the project. We look forward to exploring these types of grant and financing options for VSD in its goal of completing the Reclamation Plant Project to capture and utilize recycled water for the community.

**Harris’ Successful Track Record=Added Value to VSD.** From our long-term experience providing program management for VSD, with our deep understanding of VSD’s 20-Year Capital Improvements Plan (CIP), with our Team’s experience securing outside sources of funding for critical capital projects, we can offer VSD these important valuable themes—early planning, depth and breadth of resources, stakeholder engagement, and flexibility. We will use our experience and insight to provide the important Grant Writing Services to VSD, and provide a comprehensive effort to connect VSD’s Funding needs with its 20-Year CIP to pursue available sources of outside funding and low interest financing—all in an effort to provide the most economical and efficient use of VSD’s ratepayer funds.

Sincerely,  
**Harris & Associates, Inc.**

**Marcus Fuller, PE, PLS**  
*Program Manager (Authorized to Represent)*  
949.536.2510  
Marcus.Fuller@WeAreHarris.com

**Ehab Gerges, PE**  
*Principal-in-Charge (Authorized to Bind)*  
949.683.2011  
Ehab.Gerges@WeAreHarris.com

Harris & Associates has ability and desire to meet the requirements of this RFP.

**Harris & Associates, Inc.**  
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WeAreHarris.com



## B. PROPOSER STATEMENT OF QUALIFICATIONS

### 1. EXECUTIVE SUMMARY.

An executive summary should briefly describe the Proposer’s qualifications and ability to perform the Services.

**100+**  
SUCCESSFUL GRANT  
APPLICATIONS

Harris has proven our success in positioning, preparing, and submitting successful grant applications for state, federal, and local grant programs. Our highly experienced staff members who have managed pre- and post-grant award and other funding programs

For nearly 50 years, Harris has been committed to helping California agencies and municipalities with their funding and administrative needs. We are uniquely suited to help VSD anticipate, pre-position, prepare, and submit successful grant applications, as our team members have done more than 100 times for state, federal, and local grant programs. By providing highly experienced staff members who have managed pre- and post-grant award and other funding programs, the Harris team will help VSD meet all of its reporting requirements to obtain quick reimbursement. Having a team with a depth of resources is going to be critical as we continue to see state and federal funding materializing from the 2021 Infrastructure Bill and Inflation Reduction Act, and will need to be prepared to respond quickly and effectively.

Our team assisted many clients with grants in 2008 with the American Reinvestment and Recovery Act (ARRA) where the federal government pushed billions of dollars out for public projects, such as transportation, water, and sewer systems, through agencies like the US Environmental Protection Agency (USEPA) and Bureau of Reclamation (BOR). Our team is already assessing new grant opportunities from these government agencies. We stand prepared to provide dedicated, seasoned grant resources that will help VSD maximize its opportunities to secure its share of the myriad funding opportunities available for its critical wastewater capital projects—with an emphasis on VSD’s Recycled Water Project—the largest project with an overall estimated cost of \$197 million.

Harris’ holistic perspective, multidisciplinary expertise, and familiarity with VSD will promote a highly successful approach to grant targeting, writing, submittal, and, ultimately, receipt of grant funding. Based on our current experience as the Program Manager for VSD’s Sewer Collection System capital projects, we are very familiar with VSD’s 20-Year Capital Improvement Program (CIP) identified in its current fiscal year 2023/24 budget. Among the variety of capital projects identified in the CIP, three types of critical projects are included:

Recycled Water Project, inclusive of Phases 1, 2 and 3 and associated Laboratory Building, and Training & Office Building

Sewer Main Rehabilitation/Replacement Program

Emergency Sewer Siphon Replacement Project



We understand VSD is currently under construction with the Recycled Water Project Phase 1 with an estimated cost of \$80 million—financed primarily with a \$71 million 30-year Bank of America loan at an interest rate of 2.75%. Work is anticipated to be completed by 2025. The focus of our efforts will be on securing funding for Phases 2 and 3 (including the Laboratory and Training & Office buildings) at an estimated cost of \$134 million (as identified in the CIP). A key strategy VSD has identified is to complete the Funding Needs Analysis that will include a review of the currently proposed elements of the remaining phases of the Recycled Water Project— to ensure the scope and benefits of the project align with the funding opportunities available for drought resiliency, water recycling, and groundwater replenishment activities.

We are intimately familiar with VSD’s Sewer Collection System program of sewer repair and replacement projects, and it will be important to clearly define the interconnectedness between improving the collection system infrastructure (eliminating leaks and potential impacts to groundwater quality) and ensuring a safe and well-maintained collection system to maximize useful life and convey untreated wastewater to VSD’s planned Recycled Water Project.

We also understand that VSD has secured \$9 million in a FEMA reimbursement for costs to repair/replace the Westward Ho sanitary sewer siphon across the Coachella Stormwater channel due to damage that occurred during flooding on February 14, 2019. The timing for this work is contingent on FEMA’s final review and approval of the project. We have the experience and capacity to assist VSD in coordinating and processing FEMA reimbursements compliant with FEMA requirements.

Each of the two primary project types (Recycled Water Project and sewer collection system projects) has unique needs, and Harris is positioned to seize upon service-specific grant opportunities that apply to these types of capital projects. We understand the critical need for funding and the impact these projects will have on your communities. As your Trusted Advisor, we hold ourselves accountable to your needs, to deliver on our promises, and develop efficient, comprehensive, and actionable solutions to pursue the grant programs available to VSD to position you to move forward with these critical projects.

Securing a successful grant writing services consultant is especially important in light of VSD’s limited capital funding as represented in the current fiscal year 2023/24 budget:

| Funding Source                     | FY24 Budget  |
|------------------------------------|--------------|
| Fund 12 Replacement Reserve        | \$7,719,150  |
| Fun 13 Capital Improvement Reserve | \$5,200,000  |
| FEMA                               | \$9,112, 850 |
| Bank of America Loan               | \$35,700,000 |
| State Water Board Grant            | \$500,000    |
| Total Funds Budgeted               | \$58,232,000 |



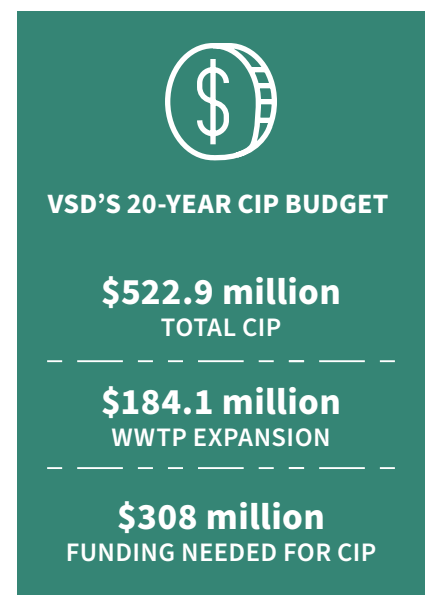
VSD is relying upon its Fund 12/Fund 13 reserves of \$12.9 million to support its capital projects, and with a total 20-Year CIP estimated at \$308 million\*—the need certainly exists for identifying and securing all available outside sources of funding for VSD’s critical capital projects.

Harris has assembled a team with extensive experience and technical proficiency in grants. The Harris team is led by our Principal-in-Charge Ehab Gerges and Project Manager Marcus Fuller, with support from grant specialists Christy Cooper, Kelly Morgan, and Dima Galkin. Our team is also supplemented by a Subject Matter Expert (SME)—Sudi Shoja with ESS who has direct experience with VSD on pursuing grant and loan financing for its critical projects. Our team is also supported by Harris SMEs including: Zaheer Shaikh to support the scope review and cost estimating for the Recycled Water Project, Ann Hajnosz and Karyn Johnson for technical support and financial analyses, and Mark Nassar and Elizabeth Reyes for funding needs analysis.

Harris understands VSD may also pursue funding for a variety of other types of programs and projects, including GIS Geographic Information System, Planning, and Youth Engagement, Education and Employment. Harris’ approach of pairing grant experts with SMEs produces successful grant applications for projects that are feasible, compliant with grantor requirements, and that meet the needs and priorities of VSD and the community it serves. Harris has had success in multiple areas, including water related grant programs. Although not specific to water/wastewater projects, but as a testament to Harris’ grant writing success story, Harris also has a successful track record assisting public agencies to win grant awards in the areas of affordable housing, economic development, transportation and roadways, stormwater and flood control, green infrastructure, disaster recovery, hazard mitigation, engineering, and other critical infrastructure projects. Harris has worked with multiple federal and state funding agencies and programs, as well as several regional agencies such as the Bay Area Council Foundation.

Our team has the existing knowledge and understanding of VSD’s funding needs and its CIP, and is best prepared to immediately support VSD to position it in pursuit of the funding programs available to it.

*\*Harris has reviewed VSD’s 20-Year CIP and the total overall estimated cost is \$522.9 million, with \$184.1 million programmed for a future WWTP expansion in fiscal years 2040/41 – 2042/43.*



## 2. QUALIFICATIONS AND EXPERIENCE

2a: Provide a description of how the Proposer's experience, technical and professional skills will meet the goals and fulfill the general functions identified in this RFP.



Founded in 1974, Harris specializes in serving the professional needs of public agencies and institutions in California. We provide expertise from project conception through construction in the municipal, transportation, water, and education market sectors. Our work for municipalities and special districts includes streets and transportation, community facilities, parks and open spaces, storm drain, water supply, water distribution, and special projects including flood control. With more than 250 employees, Harris is sized to keep VSD's grants and grant awards a priority and be personally vested in its success.

Harris also provides clients with a broad range of public financing and related services. Our combination of engineering and financial experts allows us to provide a host of services to our clients resulting in reduced staff time involved on projects. Harris provides our clients with the technical expertise and knowledge needed to develop and implement sound financial strategies that provide communities with essential infrastructure. To date, Harris has provided financial support services to more than 100 public agencies throughout California.

### Overall Capabilities

- Advisory Services
- Asset Management
- Civil Design
- Climate Change + Sustainability
- Community Planning
- Construction Management
- Environmental Planning + Compliance
- Grant Support
- Infrastructure + Utilities
- Municipal Engineering
- Municipal Finance
- Program Management
- Risk + Resilience
- Special District Services

## Expertise In Grant Services

Harris has extensive knowledge and experience with federal and state grant programs, grant agency personnel, funding opportunities, requirements, and application processes. As evidence of our successful track record, we have helped public agencies to target, apply and win grant awards in the areas of housing, flood control, stormwater infrastructure, urban creek restoration, green infrastructure, disaster recovery, hazard mitigation, engineering, and other critical infrastructure projects. Harris' winning approach includes expertise in identifying funding opportunities, building relationships with agency program managers, adhering to the application process, and developing application materials that are customized to the grant application requirements, including project descriptions, scopes of work, project justifications, outcomes, and deliverables. SMEs provide technical oversight to verify proposed projects are technically feasible and serve their purpose to the community.

Harris confirms all implementation, cost sharing, and grant requirements are met. Harris' assistance extends after the application process. Our client support continues with providing oversight while applications are under review, assisting with funder-issued Requests for Information, and coordinating grant reports, reimbursements, and project closeout.

The Harris team includes seasoned grant writers and managers, planning and resilience experts, and professional engineers. The Harris team includes Ms. Sudi Shoja, PE, a SME focused on water/wastewater capital project funding programs. Harris' key to grant success is to proactively build relationships between the client and funding agency in order to write winning proposals that achieve mutual goals, deliver outcomes, and improve communities. As an example, Harris recently worked with the Economic Development Administration (EDA) and the City of Long Beach to develop and submit a grant application for the improvement of several storm drains and pump station sites to improve resilience to citywide flooding which resulted in successful grant funding. As a liaison between the two agencies, Harris' grant coordinators and SMEs engaged staff to make certain all grant program criteria were met, the proposed project would achieve mutual goals and outcomes, environmental impact reports and engineering reports were completed according to the EDA's standards, and the application was submitted ahead of the deadline. Harris provides ongoing grant support to Calaveras County, City of Duarte, City of Bellflower, City of Watsonville, and the San Gabriel Valley Regional Housing Trust to identify innovative funding solutions for a variety of complex projects.

Harris' key team members have more than 20 years of experience with grant applications and the post-award administration of grants. The Harris team has secured grants for our clients through multiple funding agencies and programs, including the following:

| FEDERAL  | STATE (CALIFORNIA)   |
|--|--|
| <ul style="list-style-type: none"> <li>• US Bureau of Reclamation (BOR)</li> <li>• US Environmental Protection Agency (USEPA)</li> <li>• US Department of Commerce's Economic Development Administration (EDA)</li> <li>• Federal Emergency Management Agency (FEMA)</li> <li>• US Department of the Interior's Bureau of Land Management (BLM)</li> <li>• National Fish and Wildlife Foundation (NFWF)</li> </ul> | <ul style="list-style-type: none"> <li>• Office of Emergency Services (Cal OES)</li> <li>• Department of Transportation (Caltrans)</li> <li>• Department of Housing and Community Development (HCD)</li> <li>• State Water Resources Control Board (SWRCB)</li> <li>• Department of Water Resources (DWR)</li> <li>• Natural Resources Agency</li> <li>• Department of Health Care Services (DHCS)</li> <li>• California Air Resources Control Board (CARB)</li> </ul> |

Specifically, Harris staff have worked in various stages on the following grants:

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Department of Water Resources—State Revolving Funds</li> <li>• Bureau of Reclamation WaterSMART</li> <li>• Federal Emergency Management Administration (FEMA)</li> <li>• Hazard Mitigation Grant Program (HMGP)</li> <li>• FEMA Disaster Grant (Public Assistance Program for Government Agencies)</li> <li>• Regional Surface Transportation Program (RSTP)</li> <li>• Active Transportation Program (ATP)</li> <li>• Highway Safety Improvement Program (HSIP)</li> </ul> | <ul style="list-style-type: none"> <li>• California Air Resources Control Board, Sustainable Transportation Equity Grant Program</li> <li>• Senate Bill (SB) 2</li> <li>• Local Early Action Planning (LEAP)</li> <li>• Proposition 1 Groundwater Grant Program Funding</li> <li>• FEMA Wildfire Hazard Mitigation Grant Funding</li> <li>• Economic Development Administration (EDA) 2018 Disaster Grant Program</li> <li>• California Resilience Challenge</li> <li>• Complete Streets Program</li> <li>• EPA Targeted Brownfields Assessments</li> <li>• California State Nonprofit Security Grant Program</li> </ul> |
|--|--|



*As part of Harris' Program and Design Management Collection System Infrastructure Project, we managed the completion of Calhoun Lift Station condition assessment.*

## Demonstrated Experience with Valley Sanitary District

Harris has a long-standing relationship with VSD. We are currently completing a 5-Year assignment as VSD's Program Manager for its sewer collection system asset management plan and program for capital improvements to repair and replace aging sewer lines. Harris' approach to developing an Asset Management Program for VSD is not a "One and Done" approach but, rather, a long-term commitment to achieve an effective program that starts with basic foundational materials and builds on that over time. The Asset Management Program for VSD includes the status of the asset register and needed enhancements, development and ongoing upkeep of a condition assessment program, establishment of asset service targets, determination of asset criticality, re-evaluation of the existing sewer line repairs and replacements programmed in the CIP and funding strategies, and the discussion of additional steps the City can take based on this plan.

The Harris team has worked collaboratively with VSD staff in developing the Asset Management Program. This effort was ongoing until recently suspended due to the budget challenges represented in VSD's Budget Message in the current fiscal year 2023/24 budget.

## Funding Needs Analysis

Harris' philosophy and approach begins with assessing VSD's current funding priorities, evaluating VSD's CIP and as further clarified by communication with VSD staff. Harris will focus on identifying top candidates for grant funding based on compatibility between VSD's goals and grant requirements. The Harris team—with our unique combination of engineering, water/wastewater, and environmental planning expertise—will help VSD to prioritize projects to grant fund, and assist in evaluation of grant funding options. Furthermore, due to Harris staff's technical expertise, the team is familiar with key agencies, such as the U.S. Bureau of Reclamation, U.S. Environmental Protection Agency, State Water Resources Control Board, and California Department of Water Resources. Harris will use this familiarity to gain advance information on upcoming grants.

## Grant Writing Approach

Harris has a highly successful grant practice. One key to that success is proactive targeting of grants. Harris works closely with our clients to review grant opportunities and alignment of your projects with grantor requirements. Once we determine that there is a good fit, we are as engaged as you are in our desire to win. We work diligently to strategize with you to maximize the likelihood of an award based on scoring criteria. We also run multiple analyses (where allowed) to qualify clients for lower cost sharing. While the City of Indio is a disadvantaged community (DAC) by Water Board standards, other grantors may use different criteria. We are experts on disadvantaged community status and how to achieve that for specific grant opportunities. When a project is not a good fit, we do not want to waste your money on the application. That said, sometimes at our client's behest we will pursue projects with a low likelihood of winning because it helps advance the project definition and/or gets the grantor excited about the project for subsequent rounds of grants. These strategic exercises are low budget but can be beneficial in the long-run.

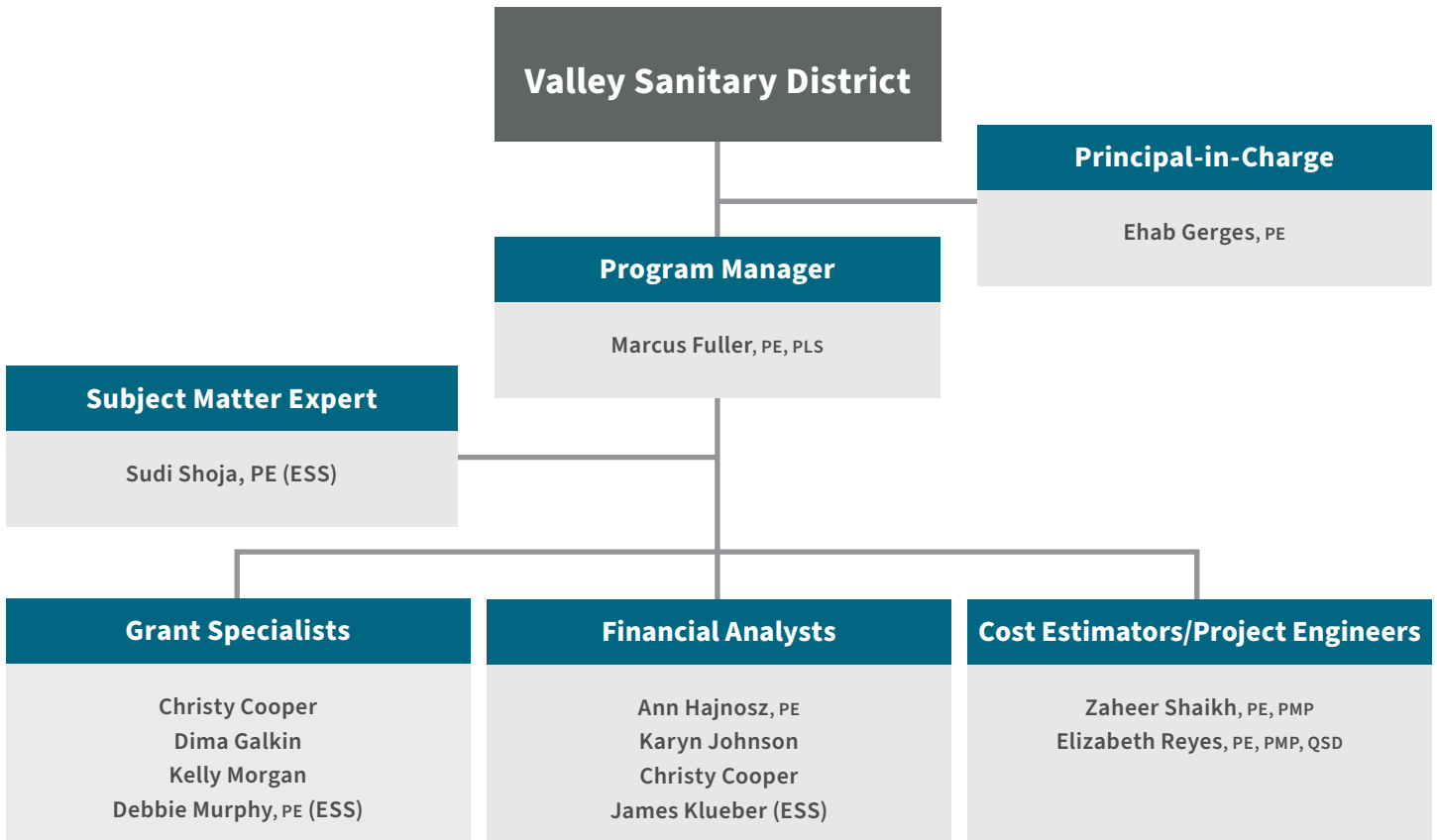
### HISTORY OF SUCCESSFUL GRANT APPLICATIONS

Financial Analyst/Grant Specialist, Christy Cooper, has more than 30 years of experience working in and characterizing the water/wastewater industry and its myriad technologies and practice areas. Her strategic planning background combined with a client-centric approach help her and her clients to package grant ready projects. Christy dives into the technical details in order to illuminate a clear, consistent, and compelling message that speaks to the requirements of the grantor while respecting and celebrating the qualities of the grantee. **Christy's approach has been highly successful. Over the last two years, she has helped her clients with \$30 million in funding.**

## 2. QUALIFICATIONS AND EXPERIENCE

2b: Any key staff members who would be involved in the performance of the scope of work. Provide their resumes, describe their experience, and identify their proposed role for the Project.

## Organizational Chart



(ESS) Engineering Solutions Services, Inc.

## Resumes

Resumes of our staff members are located on the following pages.



## Ehab Gerges, PE

### PRINCIPAL-IN-CHARGE

Ehab has over 33 years of professional experience in public works design. He has managed and designed a wide variety of public works projects including sewer and water improvements, storm drains, site development, pavement rehabilitation, and street widening. He has also been responsible for the preparation of studies and master plan reports for water, drainage, and sewer infrastructure. Ehab's experience also encompasses municipal engineering where he served on assignments helping public agencies in the preparation of request for proposals, consultant selection, contract negotiations, the NPDES and other permits' processing, infrastructure studies and bidding, inspection, and construction management for several capital improvement projects. Ehab's experience with the Coachella Valley region gives the team an in-depth understanding of the geographical challenges and community preferences.

### RELEVANT EXPERIENCE

- **Valley Sanitary District, *Collection System Infrastructure Project*.** Contract Manager. Harris holds a current contract to deliver program, design, and engineering services as a Program and Design Manager for a ten-year collection system infrastructure project. Ehab is working in close collaboration with the project manager to establish that the program is maximizing benefit to VSD and the community it serves. The collection system infrastructure program was initially expected to be completed in four phases, with a total approximate construction value of \$60 million. However, given VSD's budget challenges, completion of the program has been suspended as VSD pursues available outside sources of funding. Harris also partners with VSD in building internal capabilities with industry best practices and systems, as well as knowledge transfer and staff development, with the objective of building in-house expertise and knowledge.
- **Rainbow Municipal Water District, *As-Needed Construction Management Services*.** Principal-in-Charge. This \$150,000 contract includes support for VSD's CIP. Assignments include meter installation monitoring, water pipeline upgrades, emergency sewer repair, and district-wide inspection for a wide range of projects including road repair, pipelines, pump stations, and pressure reducing stations. Ehab's responsibilities include serving as a resource to the client and making sure their needs are being met.
- **City of National City, *Citywide Sewer Collection System Program*.** Project Director. Harris is providing program management and design services to rehabilitate the City's aging sewer infrastructure. Our team developed a five-year sewer rehabilitation program that will repair and/or replace more than 50 miles of existing sewer main lines and sewer laterals for sewer lines that are more than 50 years old. Using the City's GIS Sanitary Sewer Master Plan, Harris developed the priorities for improvement. Projects under this program include:
  - Sewer Design (Group 1)
  - Sewer Design and Environmental Constraints Study (Group 2)
  - Paradise Creek Sewer Main
  - Operations and Maintenance Manual for Pump Station Improvements
- **City of Del Mar, *Citywide Sewer Condition Assessment and Design*.** Project Director. Harris conducted a condition assessment which outlined millions of dollars in sewer repairs needed over the next few years. Programmatic improvements identified were: upsizes, point repairs, relining, replacements, realignments, manhole upgrades/replacements, and maintenance. The inspection was split into work zones to accommodate for beach moratorium, sewer spill, and root intrusion history.



### EDUCATION

BS, Civil Engineering

### REGISTRATION

Professional Civil Engineer, CA

## Marcus Fuller, PE, PLS

### PROGRAM MANAGER

Marcus brings a unique professional experience with a nearly 30-year background in public works and engineering in the public sector. As a licensed civil engineer and land surveyor, Marcus has been responsible for administration and management of capital improvement programs and delivering hundreds of capital projects over his career with an estimated portfolio of \$500 million. Marcus also brings experience as a public official, serving at the executive level as Assistant City Manager for the City of Palm Springs and most recently retiring as City Manager for the City of Rialto. He has been responsible for the overall program management of municipal affairs for full-service cities with budgets exceeding \$250 million.

Marcus understands the importance to elected officials and community stakeholders of efficient program management and timely capital project delivery as a means of improving our quality of life. As someone with extensive public sector experience including at the executive level, Marcus appreciates the challenges some public agencies face with limited capacity or expertise to effectively manage large capital programs and deliver important capital projects and brings this awareness and sensitivity to agencies pursuing solutions to these challenges.

As Assistant City Manager for the City of Palm Springs, Marcus managed the process to secure low interest financing through the CWSRF loan program leading to a \$29.9 million loan guarantee and \$1.1 million in loan forgiveness through the Green Project Reserve for the City's Wastewater Treatment Plant Upgrade project. Marcus fully understands the importance of leveraging outside funding, and has had success at pursuing over \$166 million in federal funding for the City of Palm Springs for seven major transportation and bridge projects that included funding for new or widened/rehabilitated bridges on Vista Chino, Ramon Road, Indian Canyon Drive, E. Palm Canyon Drive, and S. Palm Canyon Drive.

Marcus was also successful pursuing federal High Safety Improvement Program (HSIP) grants for traffic safety improvements throughout Palm Springs, totaling over \$8.4 million that included upgrades to 42 intersections throughout the City.

### RELEVANT EXPERIENCE

- **City of Rialto, Various Projects.** City Manager/Chief Executive Officer. Marcus was the City Manager and Chief Executive Officer of a municipal corporation representing a community of 110,000 residents located in the Inland Empire of southern California. Marcus led a full-service City that includes public safety services, including a Fire Department, Police Department, and municipal utility services including domestic water and sanitary sewer services. Responsibilities included preparing Fiscal Year 2022-2023 Budget of \$220 million and coordinating the program management and capital project delivery of \$110 million in various capital projects for the City.
- **City of Palm Springs, Various Projects.** Assistant City Manager. Marcus was the Assistant City Manager providing broad administrative oversight and inter-departmental coordination of all areas of the City, including the Airport, Community & Economic Development, Development Services Department (Building & Safety, Engineering Services, and Planning Services), Finance, Golf Course Enterprise, Parks & Recreation, Public Works, Fleet & Facilities Maintenance, Park Maintenance, Solid Waste Management & Recycling, Wastewater System, and the Office of Sustainability. Responsibilities included administration of Fiscal Year 2020-2021 Budget of \$288 million, and coordinating program management and capital project delivery of various capital projects including the \$35 million wastewater treatment plant upgrade, and \$38 million Palm Springs Airport Ticketing Hall Expansion.



Marcus brings his wide ranging public sector experience and insights to lead the Harris team on identifying funding strategies, evaluating state and federal funding programs, and aligning VSD's capital projects with the Notices of Funding Availability released or scheduled to be released for evaluation by the entire team.

### EDUCATION

MPA, Public Administration  
BS, Civil Engineering

### REGISTRATION

Professional Civil Engineer, CA  
Professional Land Surveyor, CA

## Sudi Shoja, PE—Engineering Solutions Services, Inc.

### SUBJECT MATTER EXPERT

Sudi has an extensive career including as a City Engineer, with more than 29 years of experience managing CIP and Water and Sewer programs of over \$100 million. She founded ESS in 2012 with the goal of assisting local entities in achieving their goals in funding and compliance, program management, quality assurance/quality control, and project delivery. She leverages her successful experience with transforming the agencies where she worked from losing funding to securing the maximum grant funding possible, meeting the various funding agency requirements, and serving as examples for successful audit processes. As a result, she has earned a reputation that gained us our impressive repeat client list in a short timeframe, including with VSD. ESS has been retained by VSD on separate assignments to pursue grant and loan funding for the Recycled Water Project, and was successful in completing an application for Clean Water State Revolving Fund (CWSRF) Program for the Recycled Water Project Phase 1. Lessons learned will be applied as our team strategically reviews the Recycled Water Project scope and project description to align its anticipated outcomes with the scoring criteria for the CWSRF Program (as a low interest financing option for any local match required with state and federal grants). Sudi was also successful obtaining a \$44.06 million WIFIA loan reservation for the Recycled Water Project—however, given VSD’s current budget challenges the WIFIA loan application has not been advanced. With ESS’s contributions to our team, we are prepared to focus our efforts on identifying applicable funding strategies aligned with the Recycled Water Project, and in potential combination with the sewer collection system improvements that are interconnected with VSD’s overall CIP.

### RELEVANT EXPERIENCE

- **Valley Sanitary District, *Grant Writing Services*.** Project Manager. Sudi was responsible for preparation of grants for WRP capacity expansion, tertiary treatment and groundwater injection project for VSD. Prepared applications to BOR Title XVI, SWRCB Recycled Water Planning and Construction grants, CWSRF loan, and WIFIA funding.
- **Santa Clarita Valley Water Agency, *Grant Writing Services*.** Project Manager. Sudi prepared a successful crosswalk/feasibility study submission for the Bureau of Reclamations Title XVI Funding Program. This approval made SCVWA eligible for \$30 million in grant funding for recycled water projects in perpetuity and until funding is depleted. In addition, this agency has been awarded \$9 million for applications submitted by ESS since 2020.
- **City of Santa Ana Water and Sewer Department, *As-Needed Grant Writing Services*.** Project Manager. Sudi was responsible for identification of grant funding opportunities, preparation of a funding strategy that identified over \$33 million in grant funding, as well as, successful grant applications and compliance-management services for grants from for BOR, SWRCB, SAWPA.
- **Coachella Valley Water District, *Grant Writing Services*.** Project Manager. Sudi was responsible for two successful applications for stormwater management from FEMA/CalOES for two top priority projects for the agency, as well as, successful for award of a grant for a water efficiency pilot project from Bureau of Reclamation.
- **City of Sacramento, *Grant Writing Services*.** Project Manager. Sudi was responsible for preparation of grants for a groundwater well, sump station rehabilitation, median landscaping, flood mitigation and stormwater project for a variety of State and Federal funding opportunities. Sudi’s involvement has led to the successful award of several projects for the City to date.



### EDUCATION

MS, Civil Engineering—Structures

### REGISTRATION

Professional Civil Engineer, CA

## Christy Cooper

### GRANT SPECIALIST/FINANCIAL ANALYST

Christy Cooper has more than 30 years of experience working in and characterizing the water industry and its myriad technologies and practice areas. She led the strategic planning function for a \$1 billion water engineering business. Her strategic planning background combined with a client-centric approach have helped her clients get \$30 million in grant determinations over the last two years. Christy dives into the technical details in order to illuminate a clear, consistent, and compelling message that speaks to the requirements of the grantor while respecting and celebrating the qualities of the grantee. She currently serves her community as a board member of the Meiners Oaks Water District.



#### EDUCATION

MBA, Emphasis in Finance

BA, Economics

#### RELEVANT EXPERIENCE

- **City of Watsonville, FEMA Hazard Mitigation Grant Program, Project Manager.** The City's wastewater treatment facility (WWTF) is in a seismically and flood-vulnerable location that the FEMA National Risk Index identifies as being at risk of relatively high expected annual loss overall, very high earthquake related expected annual loss, and relatively high riverine flooding expected annual loss. Christy assisted the City with the development of a successful application and related Benefit-Cost Analysis (BCA) for a FEMA Hazard Mitigation Grant. The project will create a resilient WWTF for this socially vulnerable, hazard exposed, and disadvantaged community by replacing and relocating two 600KW generators away from a seismically vulnerable building and relocating and consolidating the WWTF critical electrical facilities away from flood vulnerable locations into one elevated Main Electrical Facility (MEF).
- **City of Huntington Beach, FEMA Hazard Mitigation Grant Program.** Senior Consultant. The City of Huntington Beach had successfully applied for an HMGP grant in 2019, but when the construction bids came back in 2022, the 30% increase in costs drove the project's Benefit:Cost Analysis (BCA) below FEMA's required level of  $\geq 1$ . The City's engineer that prepared the original BCA had retired. Christy recreated the original BCA with updated building/content damages, displacement costs, social costs and post-mitigation costs. Work included updating the FEMA BCA module and creating/updating 14 supporting documents. The revised BCA of 3.73 supported a grant award of \$6.6 million for the City's Heil Avenue Stormwater Rehabilitation Project.
- **Gateway Water Management Authority (GWMA), Drinking Water State Revolving Fund Emerging Contaminants (PFOS/PFOA) Grant.** Project Manager. The U.S. Infrastructure Investment and Jobs Act of 2021 allocated \$50 billion nationwide to reduce the population's exposure to perfluoroalkyl and polyfluoroalkyl substances (PFAS) and other emerging contaminants through their drinking water. In California, this funding is made available through the Drinking Water SRF's Emerging Contaminants Supplemental Intended Use Plan. Harris helped the GWMA successfully apply for \$9 million in construction grant funding for an \$18 million project for two PFAS treatment plants in the Cities of Paramount and Whittier.
- **City of Salinas, Caltrans Clean California Grant.** Project Manager. Christy prepared a successful grant application for local beautification and community improvement projects. Project improvements include litter abatement, beautification through planting drought-tolerant vegetation and trees, a bioswale, wayfinding signage, a gateway monument, banners and murals, permeable pavers, sidewalk art highlighting safe routes to school, and education programming to foster a safe, clean, connected, and accessible environment.

# Dima Galkin

## GRANT SPECIALIST

Dima has more than 10 years of experience in housing analysis, for both market-rate and affordable development, and related services. He has advised California cities on affordable housing asset management and disposition, led grant applications, reviewed pro formas, and provided data analysis for inclusionary housing in-lieu fees. As a grant writer, Dima coordinates with funders like HCD to confirm technical requirements, works with clients to identify and develop eligible activities, and verifies supporting documentation is compliant with funder requirements. Dima's experience includes a year working directly for the City of Santa Monica's Housing Division.

## RELEVANT EXPERIENCE

- **San Gabriel Valley Regional Housing Trust, *Housing Consulting Services*.** Project Manager. The Trust's primary goals are to promote the development of affordable housing and to advance solutions for homelessness in the San Gabriel Valley. Harris assists the SGVRHT on grant applications, evaluation and ranking of affordable housing loan applications, preparing commitment letters and loan documents/agreements, and researching potential funding sources. In addition to renewing Harris' contract for general housing consulting services, the Trust engaged Harris to create a revolving loan fund program starting with an \$8 million State earmark. To create the Revolving Loan Fund, Harris researched best practices, interviewed other Housing Trusts, and created Guidelines and Operating Procedures. Dima is leading the project team for this effort. To date, Harris has helped secure more than \$3.1 million in grant funding and to award more than \$11.6 million to 10 developments for the creation of more than 550 affordable housing units.
- **City of Santa Monica, *Local Housing Trust Fund (LHTF) Fund Grant Program*.** Project Manager. Dima assisted with the preparation of the City's LHTF grant application. He provided oversight of the project development, verifying proposed affordable housing activities were technically feasible and compliant with funder requirements. He communicated with the City to identify competitive and eligible activities, provided oversight to ensure the application would achieve a high score, and reviewed completed application forms and exhibits.
- **City of Hawthorne, *Permanent Local Housing Allocation (PLHA) Grant Program*.** Senior Analyst. Dima provided oversight of the City's PLHA grant program. He identified eligible activities and ensured compliance with loan requirements and underwriting standards. He verified affordability requirements and assisted with the development of a five-year scope of work and expenditure plan. Dima provided quality control for the application forms.
- **City of Hawthorne, *Regional Early Action Planning Grant Program (REAP)*.** Project Manager. Dima provided oversight of the project development and verified proposed grant activities were technically feasible and compliant with funder requirements. He communicated with the City to identify competitive and eligible activities, assisted with grant writing, performed coordination with SCAG's grant program administrators, confirmed the application would achieve a high score, and reviewed completed application forms and exhibits.
- **City of East Palo Alto, *Encampment Resolution Grant Program*.** Project Manager. Dima provided oversight of the project development and verified proposed grant activities were technically feasible and compliant with funder requirements. He communicated with the City to identify competitive and eligible activities, assisted with grant writing, confirmed the application would be competitive, and reviewed completed application forms and exhibits.



## EDUCATION

MA, Master of Planning

BA, Urban Studies & Political Science

## Kelly Morgan

### GRANT SPECIALIST

Kelly has 16 years of experience specializing in project management, business development operations, human resources, and grants administration, with over three years of direct experience in grants preparation and administration for municipalities throughout California. Throughout her professional career she has coordinated and managed company and client projects through the provision of strategic guidance and support while ensuring consistent alignment with business goals and client objectives.

### RELEVANT EXPERIENCE

- **San Gabriel Valley Regional Housing Trust, *Housing Consulting Services (including grant applications, review of development proposals and establishing a revolving loan fund for affordable housing projects serving lower income households)*.** Deputy Project Manager. Harris assists the SGVRHT on grant applications, evaluation and ranking of affordable housing loan applications, preparing commitment letters and loan documents/agreements, and researching potential funding sources. To date, Harris has helped secure more than \$3.1 million in grant funding and to award more than \$11.6 million to 10 developments for the creation of more than 550 affordable housing units. In addition to renewing Harris's contract for general housing consulting services, the Trust engaged Harris to create a revolving loan fund program starting with an \$8 million State earmark.
- **Various Municipalities, *Local Housing Trust Fund Applications*.** Deputy Project Manager. Kelly led grant preparation and administration services for the cities of Santa Monica, Hawthorne, and Salinas, as well as for the San Gabriel Valley Regional Housing Trust. These services included identifying fund use opportunities that best suited the objectives for the applicants' communities, developing project scope and application completion, facilitation and procurement of supporting documentation, ensuring application submittal before the deadline, and following up with applicants regarding next steps.
- **City of East Palo Alto, *Encampment Resolution Grant Program*.** Grant Manager. Kelly provided grant writing services for the City of East Palo Alto with their proposal for the Encampment Resolution Funding grant, under the California Interagency Council on Homelessness (CalICH) Grant Program. Services included identifying fund use opportunities that best suited the objectives for the City, identifying suitable stakeholders to partner with City on performing activities proposed under the grant and subsequent coordination, developing project scope and application completion, facilitation and procurement of supporting documentation, coordination with CalICH's grant program administrators, and application submittal.
- **City of Hawthorne, *Regional Early Action Planning Grant Program (REAP)*.** Grant Writer. Kelly provided grant writing services for the City of Hawthorne with their proposals for the NOFA – Funding for Lasting Affordability and Housing Infill on Public and Private Lands grants, under the Southern California Association of Governments (SCAG) REAP 2.0 Grant Program. Services included identifying fund use opportunities that best suited the objectives for the City, developing project scope and application completion, facilitation and procurement of supporting documentation, coordination with SCAG's grant program administrators, and application submittal.



### EDUCATION

MBA, Public Administration

BA, Sociology

## Debbie Murphy, PE

### GRANT SPECIALIST

Debbie has been responsible for successful grants from various agencies such as Bureau of Reclamation (BOR), State Water Resources Control Board and Santa Ana Watershed Project Authority for various water related projects and State Water Resources Control Board grant applications. **ALL the grants written by Debbie for BOR have been awarded for funding in the past six cycles.**

She is also very knowledgeable in grants from Propositions 1, 13, 68 & 84. She has been actively involved in identifying funding opportunities and matching projects for maximum funding.

Debbie has been responsible for successful grants with multiple Bureau of Reclamation for various water related projects and State Water Resources Control Board grant applications. She has more than 30 years of professional engineering design and construction experience in the private and public sectors for public works projects related to water and sewer projects, and all aspects of water systems, including pipelines, wells, booster stations and reservoirs. She has immense mechanical and administrative expertise in all phases of plan review, constructability review, QA/QC of technical reports, and environmental process. She is also highly skilled in identifying appropriate measures, policies, and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

### RELEVANT EXPERIENCE

- **Turlock Irrigation District, City of Sacramento, City of Santa Ana, Long Beach Water Department, Mission Springs Water District, San Bernardino Municipal Water Department.** Grant Writing Assistance & Monitoring, Grant Writer. Debbie was responsible for successful grant applications and compliance reviews for several State Revolving fund, Santa Ana Watershed Authority and Bureau of Reclamation funding including Title XVI, Drought Resiliency Grant Program, and Water and Energy Efficiency Grant Program. Debbie has been providing guidelines reviews for various funding compliance and grant requirements on multiple types of federal and state funding opportunities including Proposition 1, 13, 68, and 84.
- **Multiple Cities, Department of Public Works.** Project Engineer. Debbie was a project Engineer in Water Division and Public Works responsible for planning, coordinating, and managing technical, and field staff responsible for all aspects of the planning, design, award and construction of water projects including pipelines, reservoirs, wells and booster pump stations. She developed and administered budgets, prepared, and processed RFPs and awarded/managed professional services and construction contracts. As Development Services Manager and Principal Engineer, Debbie conducted environmental and entitlement review; developing and enforcing Conditions of Approval; technical plan review/approvals; developing department programs, policies, and procedures; serving as liaison with the general public and the development community; researching, preparing and/or delivering reports and presentations to Commissions and City Council.
- **City of Cypress, Department of Public Works.** Assistant Civil Engineer. Debbie prepared of plans, specifications, cost estimates and contract documents for public works projects including street improvements, parks, and public buildings. Provided technical support and project management expertise, prepared staff reports and presentations to City Council and assisted in budget preparation of annual operating and multi-year CIP budgets. She prepared and administered grant applications for federally funded paving projects.



### EDUCATION

BS, Civil Engineering

### REGISTRATION

Professional Civil Engineer, CA

## Ann Hajnosz, PE

### LEAD FINANCIAL ANALYST

Ann has worked closely with water, wastewater, electric, and solid waste utilities for over 35 years in the areas of financial planning, rates, best practices, and general utility planning and operations. She has experience working with utility staff, senior management, and utility stakeholders, including utility boards, city councils, and large customers. Ann is familiar with the wide range of complex issues facing water utilities today, such as increasing regulations, a shrinking water workforce, climate impacts and aging infrastructure, all leading to increased pressure on water rates and affordability. Her clients benefit from her broad experience in the water industry in the solutions and recommendations that she provides to challenging situations. Ann understands key stakeholder perspectives and integrates these perspectives into her rate recommendations, which result in higher probability of success.

### RELEVANT EXPERIENCE

- **City of Lemon Grove, CA, Sanitation Rate Study.** Principal-in-Charge.
- **City of Gonzales, CA, Water and Sewer Rate Study.** Project Manager.
- **City of Cathedral City, CA, Development Impact Fee Nexus Study.** QC Reviewer.
- **City of Soledad, CA, Water Master Plan.** QA/QC Lead.
- **City of Santa Clarita, CA, Vista Canyon Ranch Water Recycle Project.** Task Lead.
- **City of Santa Clarita, CA, Sewer Rate Study.** Task Lead.
- **Citrus Heights Water District, CA, Sacramento Region Meter Replacement Program Planning Study.** Financial Lead.
- **City of East Palo Alto, CA, Water Asset Management Plan.** Principal-in-Charge.
- **City of Soledad, CA, Recycled Water Distribution Plan Report.** Task Lead.
- **City of Dixon, CA, Sewer Collection Master Plan Peer Review.** QC Reviewer.
- **City of Renton, WA, 2018 Comprehensive Rate Study and Recommendation for System Development Charge (SDC) for Water, Wastewater, and Surface Water Utilities.** Project Director/QC Lead.
- **County of Hawaii, Department of Water Supply, HI, Water Master Plan, Rate Studies, and Facilities Charges.** Project Manager.
- **Honolulu Board of Water Supply, HI, Review of Various Rate Issues.** Project Manager.
- **Honolulu Board of Water Supply, HI, Peer Review of Financial Plan, Cost of Service Study, and Rates/System Development Charges.** Project Manager.



### EDUCATION

MBA, Business Administration  
BS, Civil Engineering

### REGISTRATION

Professional Civil Engineer, WA



## Karyn Johnson

### FINANCIAL AND SEWER RATES ANALYST

Karyn has more than 30 years professional financial related experience, including over 25 years as a municipal rate consultant. She is a finance and rates expert for water, sewer, stormwater, and solid waste utilities. Her expertise covers a broad range of services including financial policy development, revenue sufficiency studies, long-term financial planning, retail and wholesale cost of service analyses, and rate and fee designs. Karyn has served clients throughout California, Canada and elsewhere.

Karyn is well-versed in alternative rate structure concepts including increasing block and seasonal water rates, full service and interruptible irrigation rates, volume- and strength-based sewer rates, and specialty rates for large or unique customer classes. Karyn is particularly adept at developing customer demand profiles for unmetered or newly metered water systems, and the design of first-time metered water and sewer rate structures. She routinely presents rate study concepts and results to councils, boards, commissions, assemblies, special committees, stakeholder and citizens groups and the public. She is a regular presenter on utility financial/rate setting topics at industry conferences and forums. Project experience includes the following.

### RELEVANT EXPERIENCE

- **City of Lemon Grove, CA, *Sanitation Rate Study*.** Project Manager.
- **City of East Palo Alto, CA, *Water Contractor Negotiation Assistance*.** Project Manager.
- **City of Gustine, CA, *Water and Sewer Rate Study*.** Lead Rate Consultant.
- **City of Monte Sereno, CA, *Building Fees*.** Technical Advisor.
- **City of Oxnard, CA, *AB1600 Annual and 5-Year Reports for FY 20-21*.** Senior Consultant.
- **City of Palos Verdes Estates, CA, *Building Fees*.** Technical Advisor.
- **Rancho Murieta Community Services District, CA, *Recycled and Raw Water Rate Studies*.** Technical Advisor.
- **City of Wheatland, CA, *Water and Sewer Rate Study; Regional Sewer Treatment Feasibility Study*.** Lead Rate Consultant.



### EDUCATION

MBA, Emphasis in Finance  
BS, Business Management,  
Finance Specialization

## James Klueber, MS

### FINANCIAL ANALYST

James started his career as an analyst specializing in various water resource investments and is very familiar with Californian water law, water systems, federal/state/local management plans, and water infrastructure. He is a team player and brings his can-do attitude to work every day. Currently, his primary role at ESS is to provide grant compliance monitoring, QA/QC support for all grant applications and funding opportunities.

James is highly skilled in identifying appropriate measures, policies, and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

### RELEVANT EXPERIENCE

- **Long Beach Water Department, Santa Clarita Valley Water Agency, City of Santa Ana, City of Sacramento, BOR WaterSMART Drought Resiliency Grant.** Grant Analyst and Application Management Lead. James was responsible for final QA/QC during the BOR WaterSMART Drought Resiliency Projects grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the application promptly. Worked on 4 applications simultaneously and submitted all applications successfully and on-time. Each application was for \$2 million in federal grant funding.
- **Santa Clarita Valley Water Agency, Olivenhain Municipal Water District, Desert Water Agency, City of Santa Ana, San Bernardino Municipal Water District, BOR WaterSMART Water Energy and Efficiency.** Grant Analyst and Application Management Lead. James provided final QA/QC during the BOR WaterSMART Water Energy and Efficiency grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the applications fully and promptly. He worked on 6 applications simultaneously for this opportunity. Each application applied for \$500,000 federal grant funding.
- **City of Santa Ana, Grant Compliance, Grant Compliance Lead.** James was responsible for compliance of multiple projects with multiple sources of funding, preparation of progress reports and reimbursement forms.
- **Cities of Sacramento and Carlsbad and Valley Sanitary District, Clean Water State Revolving Fund.** Grant Analyst and Application Management Lead. James has submitted CWSRF applications to upgrade various components of wastewater treatment systems ranging from \$4.5 to \$35 million projects.
- **City of San Clemente, Santa Clarita Valley Water Agency, Valley Sanitary District, Recycled Water Planning and Construction Grants Applications.** Grant Analyst and Application Management Lead. James has prepared and submitted successful recycled water planning and construction applications to upgrade various components of recycled water distribution and treatment systems ranging from \$500k to \$35 million projects.
- **Cities of Pasadena, Sacramento, Belvedere, Oceanside, FEMA/CalOES Grant Applications.** Grant Analyst and Application Management Lead. James prepared of supporting documentation and estimates for a variety of projects including seismic retrofit of Dam structures, City Hall and parking structure, bridge, reservoirs, and a sea wall project that met the approval of CalOES.



### EDUCATION

MS, Environmental Sciences & Management

BS, Environmental Economics & Policy

## Zaheer Shaikh, PE, PMP

### LEAD PROJECT ENGINEER/COST ESTIMATING

Zaheer has 19 years of experience in implementing municipal infrastructure projects for local public agencies. He focused his career on helping Bay Area agencies deal with aging infrastructure by implementing improvements to extend its useful life. He is passionate about collaborating with public agencies to protect, maintain, and develop its infrastructure to work towards the growth and development of communities to make a positive difference in other people's lives. He has the reputation of being a "hands-on" manager who is responsive and can reliably deliver projects on-time and within budget, especially projects with tight schedules. He understands the issues and challenges affecting capital projects including accurate scoping and project definition and estimating. Due to his extensive public works infrastructure improvements project experience, he has developed the knack of being able to flag issues in design and construction that could easily derail the project schedule and budget if not addressed in a timely manner.

Zaheer's experience in water/wastewater engineering is critical to evaluating VSD's Recycled Water Project, to better understand and define the currently recommended approach to capture, treat and reuse of treated wastewater. This understanding and project scope and definition will help to ensure that we can align the project's funding needs with the most applicable funding programs and opportunities evaluated and identified during our grant research efforts.

### RELEVANT EXPERIENCE

- **City of Benicia, *On-Call Engineering Design, Construction Management/Inspection, and Project Management Services for Water and Wastewater Projects.*** Project Manager. As part of the On-Call contract, Harris is currently working on several projects including the demolition and replacement of a steel access platform at the City's Wastewater Treatment Plant, staff augmentation, construction management, inspections, and a condition assessment at the City's Wastewater Treatment Plant covering four primary clarifiers, the headworks, and the influent channels at the plant.
- **City of Benicia, *Water System and Wastewater System Asset Database Updating Project.*** Project Manager. Zaheer served as Project Manager for the project to update the City's existing water system and wastewater system asset databases. The existing databases were updated to include the information from the condition assessment project. The project also scrubbed the City's existing water system and wastewater system assets databases to remove any assets that have been removed from service. These accurate databases allowed for the City to streamline future water and wastewater system projects in the pipeline.
- **City of Salinas, *Industrial Wastewater Pump Station (IWWPS).*** Project Director. The IWWPS is located on Airport Boulevard underneath the cul-de-sac and consists of a concrete wet well, steel "can" dry well, and three pumps. The overall purpose of this project is rehabilitation of the sagging base slab, increasing the capacity and operational reliability of the IWWPS, and improve its overall safety for City Operations & Maintenance (O&M) staff. Zaheer's responsibilities include managing all resources as well as verifying that the project is meeting cost, schedule, and quality goals.
- **Coachella Valley Water District, *Burr Street Lift Station 81-03 Replacement.*** Project Manager. The \$5 million new lift station project in the City of Indio included a 50-foot deep wet well with two 200 HP submersible pumps, each rated for 2,400 gpm at 145 ft. TDH and a new gravity sewer system to redirect flows from the existing to the new lift station.



### EDUCATION

MS, Environmental Engineering & Science

BS, Civil Engineering

### REGISTRATION

Professional Civil Engineer, CA

### CERTIFICATIONS

Project Management Professional

## Elizabeth Reyes, PE, PMP, QSD

### PROJECT ENGINEER/COST ESTIMATING

Elizabeth has over 20 years of experience as a project manager and engineer. She has been responsible for a variety of projects including design, hydrology and hydraulics analysis, and preparation of PS&E for sewer, street, airport, and flood control projects. Nearly all of Elizabeth's work has been for public agencies so she is familiar with the Greenbook and other public works standards. Elizabeth implements practical approaches to projects based on her understanding of utilities, traffic impacts, equipment set-up, trenching, and variations in pipe size and depth. She specializes in the development and execution of hydraulic modeling software and understands the need for flexibility in its set-up or reconfiguration in order to mitigate challenges. This experience enables her to evaluate the size of existing facilities and provide recommendations for rehabilitation methods.

More importantly, Elizabeth is currently assigned as a project manager to VSD under Harris' on-call agreement for program and construction management. She is actively involved with VSD's overall sewer collection system program and its current sewer repair and replacement projects, and the Calhoun Lift Station rehabilitation project. Her experience and knowledge of VSD's capital projects and relationships with District staff will provide an important value to the Harris team's overall approach to grant writing services for VSD.

### RELEVANT EXPERIENCE

- **Valley Sanitary District, *Collection System Infrastructure Project*.** Project Manager. The Harris team is currently delivering program, design, and engineering services as a program and design manager (PADM) for a 12-year collection system infrastructure project. The collection system infrastructure program is expected to be completed in four phases, with a total approximate construction value of \$70 million. Harris also acts as a liaison with the VSD, cities, utilities, community programs, state, county, and other development-related entities. Our team partners with VSD in building internal capabilities with industry best practices and systems, as well as knowledge transfer and staff development, with the objective of building in-house expertise and knowledge. The scope of services includes development of capital program scope and budget, providing program and project management, development of a quality assurance/ quality control process, environmental engineering and water resources engineering, engineering design for collection system rehabilitation and new installations, and constructability reviews and value engineering on alternatives and design concepts. Elizabeth is responsible for the preparation of PS&E documents for the sewer improvements.
- **Garden Grove Sanitary District (GGSD), *Sewer Improvements - Projects 20, 21, 22 & 23*.** Deputy Project Manager. This project provided additional capacity to the sewer systems by upsizing existing eight-inch lines to 12- and 15-inch vitrified clay pipes. Harris proposed an innovative alignment through an apartment alley to reduce the total pipe length required and increase the pipe slope, which required a permanent sewer easement. Harris also utilized a utility detection survey to avoid utility conflicts. The team strategically placed the new sewer to increase the distance from a parallel 33-inch high-pressure gas line, maximizing short- and long-term safety. Additionally, two large storm drain crossings created the need for special sewer crossing details and permission from the Orange County Flood Control District. The scope also included a complete topographic survey, geotechnical investigation, utility potholing, preparation of a project study report and civil design. Elizabeth assisted in the preparation PS&E construction documents.



### EDUCATION

BS, Civil Engineering

### REGISTRATION

Professional Civil Engineer, CA

### CERTIFICATIONS

Project Management Professional  
Qualified SWPPP Developer/  
Practitioner

## 2. QUALIFICATIONS AND EXPERIENCE

2c: State the number of years the firm has conducted business.

Harris was incorporated in 1974 and has been conducting business for the last 49 years.

## 2. QUALIFICATIONS AND EXPERIENCE

2d. Provide a description of the three most relevant contracts held within the last five years.



### Strategic Advisory Services for Grant Assistance

City of Watsonville

Harris helped the City of Watsonville win two grant applications. The City's wastewater treatment facility (WWTF) is in a seismically and flood-vulnerable location that the FEMA National Risk Index identifies as being at risk of relatively high expected annual loss overall, very high earthquake related expected annual loss, and relatively high riverine flooding expected annual loss. Harris assisted the City with the development of a successful application and related Benefit-Cost Analysis (BCA) for a \$9 million FEMA Hazard Mitigation/Cal-OES Prepare California grant. The project will create a resilient electrical system for this critical community infrastructure by relocating and consolidating the WWTF critical electrical facilities away from their current hazard-vulnerable locations into one Main Electrical Facility (MEF). The project will also replace two 600kW generators that are currently located in a seismically-vulnerable building with one 2,000kW generator on an outdoor elevated generator pad. Harris also helped the City with a \$250,000 award from the Bary Area Council Foundation's California Resilience Challenge for development and implementation of a Green Infrastructure Plan.

Dates of Service: 2020—Ongoing

#### Types of Services Provided:

- Grant funding research
- On-call grant research
- Grant application and BCA development and submission
- Technical expertise
- Funder outreach



## FEMA Hazard Mitigation Grant Program

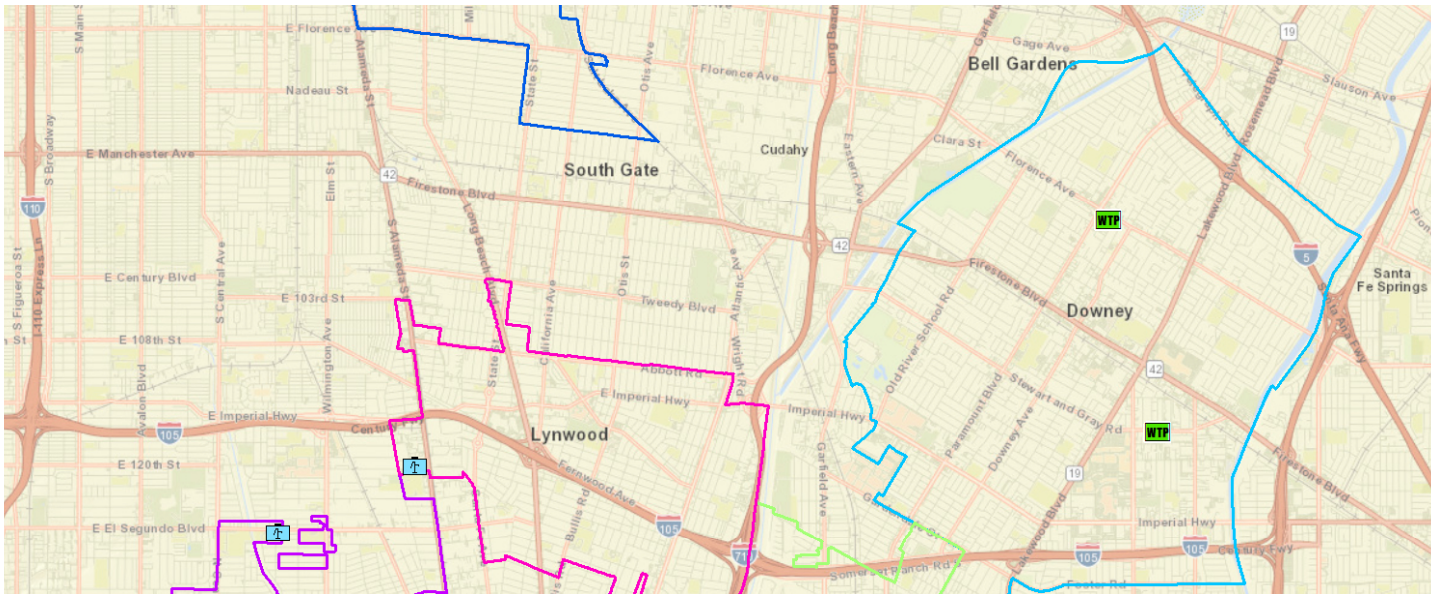
City of Huntington Beach

The City of Huntington Beach had successfully applied for an HMGP grant in 2019, but when the construction bids came back in 2022, a 30% increase in costs drove the project's Benefit-Cost Analysis (BCA) below FEMA's required level of  $\geq 1$ . The City's engineer that prepared the original BCA had retired. Harris recreated the original BCA with updated building/content damages, displacement costs, social costs and post-mitigation costs. The revised package included 48 reports, documents, letters, and spreadsheets to support the assumptions in the Benefit Cost Analysis. The new BCA of 3.73 supported a grant award of \$6.6 million for the City's Heil Avenue Stormwater Rehabilitation Project. The updated report was review and approved by Cal-OES and submitted to FEMA for final review and approval.

**Dates of Service:** 2022—Ongoing

**Types of Services Provided:**

- Benefit Cost Analysis Technical expertise
- RFI Response



## Grant Writing Assistance

### Gateway Water Management Authority

Many cities and local agencies in the Gateway region of Southern California lack funding to perform the necessary water quality studies, planning, and design to protect their current groundwater supply; yet also cannot afford the alternative. Imported State water costs over \$1,400/AF, roughly three times the cost of groundwater pumping. The increased cost of State water cannot be absorbed by the rate payers nor by the cities' general funds, providing an insurmountable obstacle. GWMA initiated a series of grant projects to help secure funding for approaches that provide cost-effective, long-term solutions to address these issues.

Under two task orders, Harris worked with GWMA to develop a coordinated approach to helping its member cities apply for grant funding for well replacement/rehabilitation and for Perfluorooctane Sulfonate (PFOS)/Perfluorooctanoic Acid (PFOA) treatment projects. Harris surveyed each of the cities for their needs. Surveys were then characterized based on each city's type and size of project need, problem statement, project stage, estimated project cost, etc.

As grant opportunities became available, survey characterizations were used to group the projects with sufficiently similar characteristics to create meaningful grant packages. Ultimately, five cities' projects were packaged together into one project representing the provision of 30 million gallons per day (mgd) of water for 333,000 people in predominantly disadvantaged communities. This package was submitted for an Urban Community Drought Relief grant.

Two cities' PFAS projects were packaged together to apply for the State of California Drinking Water State Revolving Fund (DWSRF) Emerging Contaminants Grant. The State Waterboard (State) made a determination that the City of Paramount is eligible to receive \$5,000,000 and the City of Whittier is eligible to receive \$4,000,000 in construction funding to build PFAS Water Treatment Facilities (WTF). Further, the State has indicated that it is ready to provide debt funding for the remainder of the projects' costs, if desired. The State did request that the two applications be separated into individual projects and that process is on-going.

**Dates of Service:** 2019—Present

**Dates of Service:** 2020—Ongoing


### Types of Services Provided:

- Member cities surveys
- Grant funding research
- Grant proposal development
- Technical expertise
- Board presentations
- Funder outreach




### 3. EVIDENCE OF CALIFORNIA LICENSING

The proposal should include appropriate documentation showing the Proposer is properly licensed in the State of California to perform the Services requested in the scope of work.

Harris confirms it has the applicable licenses to provide the requested scope of services identified in VSD's 2023-RFP-009. The grant writing services, including research and proposal development do not require professional licenses issued by the state of California. The funding needs analysis scope of work will be completed by the key staff members identified in this proposal that include Project Engineers/Cost Estimators who all hold current and valid licenses as professional civil engineers issued by the state of California.

| BUSINESS LICENSE   |   | CITY OF CONCORD   |                      |
|--|---|---|----------------------|
| Under Provisions of Concord Municipal Code, a non-transferable license is hereby granted to: |   | Finance Department<br>1950 Parkside Dr., MS/06<br>Concord, CA 94519-2578  |                      |
| <b>Business Name:</b>  | Harris & Associates, Inc.                         | <b>Business No.:</b>  | 91042203             |
| <b>Business Location:</b>  | 1401 WILLOW PASS RD 500<br>CONCORD, CA 94520-7964 | <b>Business Class:</b>  | Professions / Trades |
| <b>1st Owner Name:</b>   | Steve Winchester                                  | <b>Expires:</b>   | December 31, 2023    |
| <b>2nd Owner Name:</b>   |   | 1. Licensee must comply with City zoning requirements.<br>2. This license is issued without verification that the licensee is subject to or exempt from licensing by the state of California. |                      |
| HARRIS & ASSOCIATES, INC.<br>1401 WILLOW PASS RD 500<br>CONCORD, CA 94520-7964               |   | <br><b>Karan Reid</b><br>Director of Finance   |                      |
| TO BE POSTED IN A CONSPICUOUS PLACE  |   |   |                      |

The Business license for our corporate office in Concord, California, one of many of our licenses for business throughout the state.

| Secretary of State<br>Certificate of Status  |                                  |
|--|----------------------------------|
|   |                                  |
| I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:   |                                  |
| <b>Entity Name:</b>  | HARRIS & ASSOCIATES, INC.        |
| <b>Entity No.:</b>   | 0808586                          |
| <b>Registration Date:</b>  | 02/03/1977                       |
| <b>Entity Type:</b>  | Stock Corporation - CA - General |
| <b>Formed in:</b>  | CALIFORNIA                       |
| <b>Status:</b>   | Active                           |
| <p>The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.</p> <p>This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.</p> <p>No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.</p> |                                  |
| <p><b>IN WITNESS WHEREOF</b>, I execute this certificate and affix the Great Seal of the State of California this day of July 31, 2023.</p> <br><b>SHIRLEY N. WEBER, PH.D.</b><br>Secretary of State  |                                  |
|   |                                  |
| <b>Certificate No.:</b> 134031319<br>To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at <a href="http://bizfileOnline.sos.ca.gov">bizfileOnline.sos.ca.gov</a> .   |                                  |

Our Certificate of Good Standing in the state of California.



## 4. REFERENCES

The Proposer shall provide a minimum of four (4) client references, preferably city, county, or special district governments for whom the Proposer has previously performed services of similar type and scope within the last 5 years.



### Strategic Advisory Services for Grant Assistance

City of Watsonville

Harris helped the City of Watsonville win two grant applications. The City's WWTF is in a seismically and flood-vulnerable location that the FEMA National Risk Index identifies as being at risk of relatively high expected annual loss overall, very high earthquake related expected annual loss, and relatively high riverine flooding expected annual loss. Harris assisted the City with the development of a successful application and related BCA for a \$9 million FEMA Hazard Mitigation/ Cal-OES Prepare California grant. The project will create a resilient electrical system for this critical community infrastructure by relocating and consolidating the WWTF critical electrical facilities away from their current hazard-vulnerable locations into one MEF. The project will also replace two 600kW generators that are currently located in a seismically-vulnerable building with one 2,000kW generator on an outdoor elevated generator pad. Harris also helped the City with a \$250,000 award from the Bary Area Council Foundation's California Resilience Challenge for development and implementation of a Green Infrastructure Plan.

**Dates of Service:** 2020—Ongoing

**Reference:** Jackie McCloud, Senior Utilities Engineer

**Address:** 250 Main St., Watsonville, CA 95076

**Phone Number:** 831.768.3172

**Email Address:** jackie.mccloud@cityofwatsonville.org

**Types of Services Provided:**

- Grant funding research
- On-call grant research
- Grant application and BCA development and submission
- Technical expertise
- Funder outreach



## FEMA Hazard Mitigation Grant Program

City of Huntington Beach

The City of Huntington Beach had successfully applied for an HMGP grant in 2019, but when the construction bids came back in 2022, a 30% increase in costs drove the project's BCA below FEMA's required level of  $\geq 1$ . The City's engineer that prepared the original BCA had retired. Harris recreated the original BCA with updated building/content damages, displacement costs, social costs and post-mitigation costs. The revised package included 48 reports, documents, letters, and spreadsheets to support the assumptions in the Benefit Cost Analysis. The new BCA of 3.73 supported a grant award of \$6.6 million for the City's Heil Avenue Stormwater Rehabilitation Project. The updated report was review and approved by Cal-OES and submitted to FEMA for final review and approval.

**Dates of Service:** 2022—Ongoing

**Reference:** Chau Vu, Director of Public Works

**Address:** 2000 Main Street, Huntington Beach, CA 92648

**Phone:** 714.374.5345

**Email Address:** [chau.vu@huntingtonbeachca.gov](mailto:chau.vu@huntingtonbeachca.gov)

**Types of Services Provided:**

- Benefit Cost Analysis (BCA) Technical expertise
- RFI Response



### Grant Writing Assistance

Valley Sanitary District

ESS prepared a successful recycled water planning grant application that was submitted and approved by SWRCB for \$500,000 to fund planning studies for recycled water development and utilization. ESS also prepared a successful WIFIA letter of intent enabling VSD to receive up to \$50 million in EPA funding once a full application is submitted and approved by EPA. ESS also prepared a conditionally approved recycled water construction grant application which would receive \$15 million in SWRCB funding once the project progresses to the final design phase.

**Dates of Service:** 2020—Ongoing

**Reference:** Ron Buchwald, PE, District Engineer

**Address:** 45500 Van Buren Street, Indio, CA 92201

**Phone Number:** 760.238.5400

**Email Address:** rbuchwald@valley-sanitary.org

**Types of Services Provided:**

- Funding needs analysis
- Grant funding research
- On-call grant research
- Grant proposal development and management support
- Funder outreach and management

### Grant Writing Assistance

Santa Clarita Valley Water Agency

ESS prepared a successful crosswalk/feasibility study submission for the Bureau of Reclamations Title XVI Funding Program. This approval made SCVWA eligible for \$30 million in grant funding for recycled water projects in perpetuity and until funding is depleted. In addition, this agency has been awarded \$9 million for applications submitted by ESS since 2020 for groundwater banking, recycled water pipeline installment, well development, and other water/recycled water related project.

**Dates of Service:** 2020—Ongoing

**Reference:** Steven Cole, Assistant General Manager

**Address:** 26521 Summit Cir, Santa Clarita, CA 91350

**Phone Number:** 661.705.7915 ext. 115

**Email Address:** scole@scvwa.org

**Types of Services Provided:**

- Funding needs analysis
- Grant funding research
- On-call grant research
- Grant proposal development and management support
- Funder outreach and management

## 5. SUBCONTRACTORS.

The Proposer shall identify functions that are likely to be subcontracted and identify the subcontractor that is anticipated to perform each function, if known at this time.

Harris has included one subcontractor as a member of its team for the Grant Writing Services scope of work:

Sudi Shoja, PE with Engineering Solutions Services, Inc.

Sudi will be utilized as a Subject Matter Expert whose focus is on identifying, targeting and analyzing the range of funding opportunities, grant programs, and financial alternatives applicable to VSD's various capital improvement projects. She will participate in the following tasks:

- Funding Needs Analysis
- Grant Funding Research
- On-Call Grant Research
- Grant Proposal Development



### Engineering Solutions Services

ESS was founded in 2012 by Sudi Shoja, PE, a former City Engineer who has more than 40 years of experience in managing CIP and Water and Sewer programs of over \$100 million. She founded ESS with the goal of assisting local entities in achieving their goals in funding and compliance, program management, quality assurance/quality control, and project delivery. She leverages her successful experience with transforming the agencies where she worked from losing funding to securing the maximum grant funding possible, meeting the various funding agency requirements, and serving as examples for successful audit processes. As a result, she has earned a reputation that gained us our impressive repeat client list in a short timeframe. Included below are a few examples:

- Qualified our grant to receive over \$30 million for recycled water projects.
- Received approval from WIFIA for over \$50 million for two stormwater and \$60 million for wastewater treatment projects.
- Identified more than \$20 million in water quality grants for two agencies.
- ESS applications received 20% of the awarded funds from Department of Water Resources Urban Community Drought Relief for its clients in Cycles 1 & 2 in 2021 and 2022
- The SRF application package for \$103 million to SWRCB was approved in record time and with no comments.
- Developed a funding plan for the City of Santa Ana that identified more than \$25 million in grant funding in water, recycled water, and sewer projects.
- ESS applications received over 30% of the awarded funds from Bureau of Reclamation for its clients in March 2022.
- Successfully awarded \$39.2 Million in greenhouse gas (GHG) reduction funding.
- Prepared successful cogeneration project application for \$8 million in funding.
- ESS submitted application received the highest ranking in the recent Santa Ana Watershed Project Authority (SAWPA) grant solicitation.
- Unmatched experience in submittal of successful application for a variety of projects to Federal agencies such as Bureau of Reclamation (BOR), FEMA/CalOES and EPA.
- California Office of Emergency Services (CalOES) has recommended multiple grant applications prepared for seismic retrofit, climate change and sea level rise, fire, and flood control to U.S. FEMA for funding.

## C. PROPOSED METHOD TO ACCOMPLISH THE WORK

Describe the technical and management approach to providing the Services to VSD. Proposer should take into account the scope of the Project, goals of VSD, and general functions required. Include a draft schedule of tasks, milestones, and deliverables that will provide for timely provision of the Project. In reviewing the scope of work, the Proposer may identify additional necessary tasks and is invited to bring these to VSD's attention within the discussion of its proposed method to accomplish the Project.

As requested by VSD, Harris will complete the following tasks as identified in 2023-RFP-009.

### **TASK 1: FUNDING NEEDS ANALYSIS**

Harris will coordinate with VSD management to assess the validity of current funding priority areas and identify new priority areas for Funding. Specifically, Harris will complete the following subtasks:

#### **Review and Evaluate the 20-Year Capital Improvement Program (CIP)**

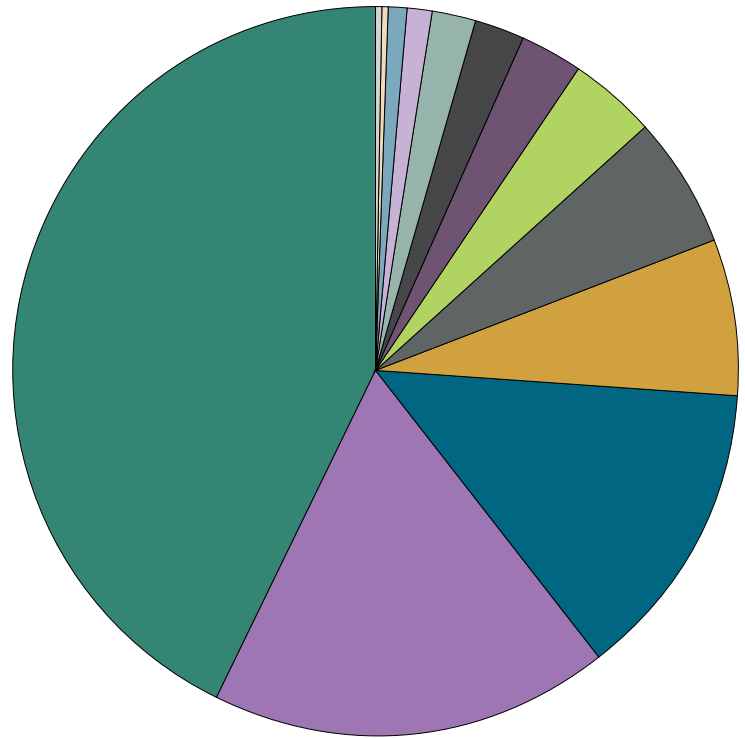
Our philosophy and approach begins with assessing the validity of VSD's current funding priorities amongst all identified capital projects and identifying top candidates for grant funding as well as the priority areas most compatible with grant requirements and goals. The Harris team, with our unique combination of engineering, water/wastewater, GIS and municipal finance and planning SMEs, will help VSD prioritize projects to grant fund, and assist in evaluation of grant funding options. As shown in the figures below, we are keenly aware of VSD's capital priorities to fund critical plant facility and sewage collection system improvements, as well as the funding gap that needs to be closed through grants and other funding mechanisms.

Harris will review with VSD staff the 20-Year CIP to confirm all current and future capital projects. We have reviewed the 20-Year CIP and identified the major capital projects within it as represented in the graphs on the following pages.

The Plant Facility CIP is broken into the following categories and percentage of the overall CIP:

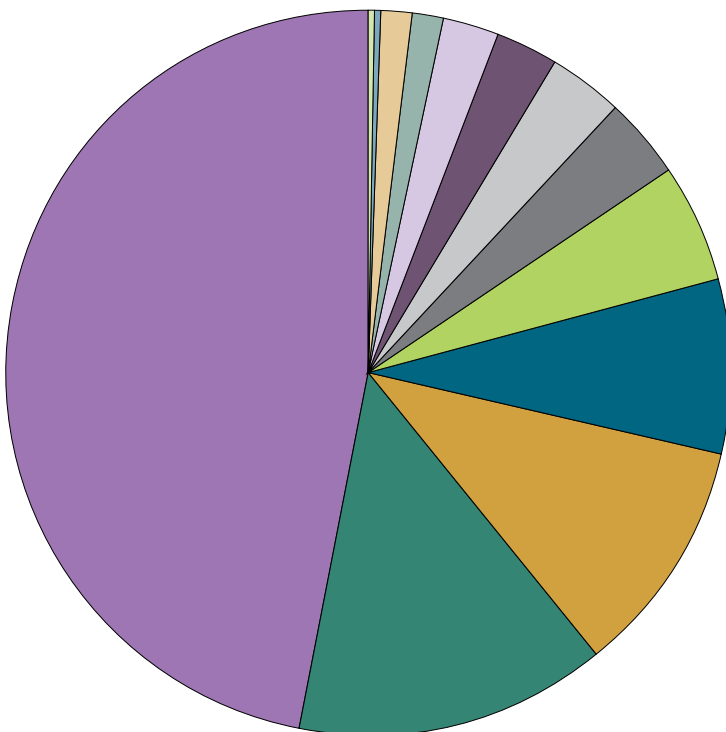
| Project  | Estimate             | Percentage of CIP |
|--|----------------------|-------------------|
| Laboratory Building—Final Design               | \$1,000,000          | 0.29%             |
| Training & Office Building—Design (Carry Over) | \$1,000,000          | 0.29%             |
| Other Projects <\$1,000,000                    | \$3,407,000          | 0.89%             |
| Biosolids Conversion Project                   | \$5,000,000          | 1.29%             |
| Laboratory Building—Construction               | \$8,000,000          | 1.9%              |
| Training & Office Building—Construction        | \$10,000,000         | 2.3%              |
| Recycled Water Project Phase 3 Design          | \$11,293,090         | 2.6%              |
| Vehicle & Major Equipment Replacement Fund     | \$16,834,000         | 3.9%              |
| Recycled Water Project Phase 2 Design Build    | \$25,356,017         | 5.9%              |
| Future Operations Projects                     | \$29,600,000         | 6.9%              |
| Recycled Water Project Phase 1 Design Build    | \$58,335,332         | 13.5%             |
| Recycled Water Project Phase 3 Construction    | \$77,741,693         | 18.0%             |
| Future Plan Expansion 2040 & Beyond            | \$184,156,173        | 42.7%             |
| <b>Total</b>                                   | <b>\$431,723,305</b> |                   |

### VSD PLANT FACILITY CIP



The Sewer Collection System CIP is broken into the following categories and percentage of the overall CIP:

### VSD SEWER COLLECTION SYSTEM CIP



| Project   | Estimate            | Percentage of CIP |
|---|---------------------|-------------------|
| Avenue 48 Sewer Main Upgrade                          | \$248,455           | 0.3%              |
| Interim Collection System CIP Design                  | \$302,856           | 0.3%              |
| Lateral Grant Program                                 | \$1,238,012         | 1.4%              |
| Emergency Sewer Siphon Replacement Design             | \$1,436,000         | 1.6%              |
| Manhole Rehabilitation                                | \$2,139,580         | 2.4%              |
| Avenue 48 Sewer Main Upgrade Construction             | \$2,387,715         | 2.7%              |
| Interim Collection System CIP Construction            | \$2,912,776         | 3.3%              |
| Sewer Repairs and/or Rehabilitation                   | \$3,195,023         | 3.6%              |
| Future Collection Projects                            | \$4,700,000         | 5.3%              |
| Build-out Collection System CIP Projects              | \$7,020,147         | 7.9%              |
| Emergency Sewer Siphon Replacement Construction       | \$9,285,000         | 10.5%             |
| Sewer Main Rehabilitation or Replacement Design       | \$12,244,988        | 13.8%             |
| Sewer Main Rehabilitation or Replacement Construction | \$41,604,476        | 46.9%             |
| <b>Total</b>  | <b>\$88,715,028</b> |                   |

Many of the priority projects are considered future projects. Harris understands that VSD's available capital funds cannot currently sustain the estimated cost of these important projects. Grants and other funding opportunities will be necessary to achieve the expected outcomes VSD has planned with its 20-Year CIP.

Harris reviewed the unfunded CIP and identified the major project categories from the future projects list. Harris has grant experience and subject matter expertise the areas of focus for VSD's CIP. We have identified some of the potential funding sources that could provide much-needed planning, design, and construction funds for VSD's unfunded priority projects. Harris will complete a thorough review of the CIP, identify, and evaluate project descriptions and costs, from which initial research on available funding programs, financial alternatives, and grants can occur.

**DELIVERABLE(S):**

- Summary Report of 20-Year CIP

**Prioritize Capital Projects**

The Harris team will coordinate with VSD staff and schedule a working group meeting to review the Summary Report provided in Task 1.1, and to evaluate with VSD staff its priority capital projects. A review of the timing, schedule and estimated cost of the various priority capital projects will be completed. Project prioritization with estimated schedule and budget will be confirmed that will serve as the basis for the focus of our efforts to review and research available funding programs, financial alternatives, and grants. An important element of this analysis will be to evaluate the best method of delivery for the major capital projects identified in the CIP. As an example, VSD has identified a design-build approach for the Recycled Water Project (Phase 2) and a Design-Bid-Build approach for the Recycled Water Project (Phase 3). We will identify and recommend the appropriate project delivery method given the importance of addressing project schedule and budget in line with grant funding requirements.

**DELIVERABLE(S):**

- Schedule and conduct working group meeting with VSD staff
- Meeting agenda, minutes, and record
- Evaluation Report of 20-Year CIP, project schedule and budget
- Analysis of project delivery methods applicable to critical projects
- Capital Project Prioritization Report (CPPR)

**Preliminary Evaluation of Available Funding Programs**

The Harris team will work from the Capital Project Prioritization Report (CPPR) as reviewed and approved by VSD staff to perform an initial evaluation of the currently available grant and financial assistance programs for planning efforts, design phase, and capital construction costs. Research will be initiated for all existing Notices of Funding Availability (NOFAs) and a matrix developed for grant and funding program application deadlines. The work completed in this task will inform the Harris team and VSD staff on the availability of current funding programs and any alignment of those programs with the prioritized capital projects established in the CPPR. A summary report will be prepared that will identify tentative timelines for preparation and submittal of applications for any currently available funding programs, or for known upcoming (to be issued) NOFAs. Included in the summary report will be a discussion on project readiness, whether for planning or design phase funding, or for capital construction funding requiring "shovel ready" projects.

**DELIVERABLE(S):**

- Funding Availability and Schedule / Deadline Matrix
- Summary Report on Funding Programs / Project Readiness

## TASK 2: GRANT FUNDING RESEARCH

The most efficient and effective approach for researching grant options for projects includes the expertise to thoroughly understand project goals and objectives and aligning these with a grantor's goals and objectives. Harris' experienced team of technical experts has deep project and grant writing and administration experience. In addition, we have strong relationships with agency program managers who provide specific guidance on project competitiveness, enabling us to recommend the best match of grant options for specific projects or programs. Harris builds relationships with funding agencies and monitors the development and release of funding programs, allowing us to vet grant opportunities in advance and preposition VSD's prioritized capital projects for these opportunities. Our approach can provide VSD with higher probabilities of grant application success.

While the focus of our efforts will be pursuing grant and financial programs available for VSD's critical plant facility and sewage collection system projects identified in the CPPR developed in Task 1, Harris will review and confirm other important programs and projects requiring outside sources of funding, including those for Infrastructure Development and Maintenance, GIS Geographic Information System, Planning, Youth Engagement/Education/Employment. Our wide ranging experience with grant and funding programs beyond those targeted for water/wastewater projects will benefit VSD in our efforts to align its other programs and projects with available funding.

Grant funding research will be focused on the projects identified in the CPPR, and with those projects in best alignment as to scope, schedule and cost with the timing of the various NOFAs issued or to be issued in the future.

### DELIVERABLE(S):

- Monthly reporting on grant research efforts
- Updated lists of NOFAs issued
- Summary of funding programs available
- Recommendations on best alignment of prioritized projects with available funding

## TASK 3: ON-CALL GRANT FUNDING RESEARCH

Harris' team of technical and grant experts provides VSD with flexibility and responsiveness should unanticipated grant research needs arise. In addition, we know how to manage on-call contracts; over the course of more than 750 on-call task assignments, Harris has made successful on-call administration a science. With equal parts communication and responsiveness, we will work with VSD staff to be prepared to initiate additional grant funding research for the programs and projects outside of the prioritized list of capital projects identified in the CPPR developed in Task 1.

We will have the right staff available at the right time to support your needs. The Harris team has successfully provided services through on-call contracts for more than 50 public agencies. We understand how to be reliable, flexible, and responsive to VSD's needs and how important that is help VSD achieve its goals of pursuing and securing all available outside sources of funding.

Subject to separate task orders for miscellaneous on-call grant funding research, Harris will coordinate with VSD staff on the type of programs and projects to evaluate and pursue for grant funding. A separate scope and budget will be established for general and/or specific funding research beyond the research otherwise provided in Task 2.



## TASK 4: GRANT PROPOSAL DEVELOPMENT

The Harris team will provide general grant application writing services associated with the completion of grant applications on an as-needed basis on behalf of VSD, including the preparation of funding abstracts, production and submittal of applications to funding sources. In addition, the Harris team will provide ongoing technical review of grant applications prepared and submitted by VSD staff when requested. A copy of each grant application package submitted for funding, in its entirety, will be provided to VSD. Fees for grant applications prepared by the Harris team will be negotiated on a case-by-case basis. As appropriate, Harris may coordinate with VSD staff for staff to submit grant applications prepared by Harris, in order to maintain Harris' eligibility to assist with grant implementation.

Each task order issued for a grant application development and review may include if applicable, but is not limited to, the following:

### Grant Application Management

Throughout the period of grant application development, the Harris team will coordinate and facilitate a kick-off and check-in meetings with VSD staff to review the status of grant application preparation. At the kickoff meeting, the Harris team will present, if applicable, grant program guidelines, application approach, candidate projects, a detailed work plan and schedule, application templates and a draft application checklist. The checklist will identify parties responsible (e.g., Harris, VSD staff, external project partner, etc.) for completing or addressing checklist items.

#### DELIVERABLE(S):

- Schedule and host a kick-off meeting with VSD staff
- Grant application workplan/schedule, checklist, application templates

### Review Program and Project Documents

The Harris team will ensure that applications are competitive and responsive to the screening and scoring criteria of a given grant program by obtaining a full understanding of both the grant program and the project or program for which the application is being prepared. Multiple projects or programs for potential submission of grant applications will be ranked by competitiveness based on our collective professional expertise and assessment.

#### DELIVERABLE(S):

- Summary of scoring criteria and requirements

### Compile and Review Project Information

The Harris team will compile and develop all relevant project information and exhibits, including project cost estimate, funding plan, narrative, projects' benefits, and other information and data, graphics, maps, charts, tables or photos pertinent to addressing grant program requirements and evaluation criteria and to producing a competitive application.

#### DELIVERABLE(S):

- Summary of project information required for grant application

### Identify and Address Missing Project Data

The Harris team will communicate to VSD whether a project has sufficient background data to assemble a complete and competitive application. The Harris team will identify missing project data and how best they may be produced to meet application requirements and evaluation criteria. If sufficient alternatives for addressing the missing information exist, the Harris team will inform VSD and produce the data.

#### DELIVERABLE(S):

- Summary of additional information required for grant application submittal

### Develop Draft Applications

Once the groundwork has been laid through comprehensive review of grant program requirements and project, the Harris team will prepare at least two successive iterations of the draft application for the selected priority project or program. If significant quality or completeness issues persist in the second draft, up to two additional drafts may be required. Throughout the period of grant application development, the Harris team will attend coordination meetings with VSD staff and provide written status reports (including application status, issues, and resolutions) in advance of the meeting and meeting summaries following the meeting.

#### DELIVERABLE(S):

- Grant application development meetings with VSD staff
- Status reports
- Draft grant applications

## Develop Final Applications

The Harris team will incorporate edits and feedback received from VSD staff on draft applications and revise applications accordingly to develop final applications for submittal. Any and all information prepared as part of any grant application will be owned by VSD. Unless otherwise included in the scope and fee for development of a specific grant application, VSD will be responsible for any third party or agency fees associated with the grant application submittal.

### DELIVERABLE(S):

- Final grant applications for submission to funding agencies

## Assist with Stakeholder Engagement and Support

If included in the scope and fee for development of a specific grant application, the Harris team will assist VSD staff in identifying a list of officials, agencies, or organizations to provide letters of support for each application. The Harris team will provide a draft letter of support for each identified party, accompanied by a summary to be used in transmitting the draft letters of support. The summary can include:

- The name and brief description of the grant program,
- The deadline for submitting the letter of support,
- The name and contact information of the person or entity to whom the letter is to be submitted and anyone who is to receive copies; and
- Contact information for questions about the letters.

The Harris team will also be prepared to perform additional public outreach activities related to the application, or facilitate and support VSD staff at public meetings, if necessary. If directed, the Harris team will prepare and provide leave-behind collaterals and other briefing materials in furtherance of stakeholder engagement and support.

### DELIVERABLE(S):

- Draft letters of support
- Stakeholder engagement/support
- Public outreach materials

## TASK 5: MONTHLY REPORTING

Harris understands that VSD has an aggressive CIP that is underfunded and is dependent upon leveraging outside sources of federal, state and other grants and financial programs available for its prioritized list of capital projects. The Harris team will work closely with VSD assigned staff throughout the duration of Harris' Grant Writing Services completed under this assignment so that decisions made and actions taken are consistent with direction provided by VSD.

## Tracking Harris Costs

Harris uses Deltek Vantagepoint, a globally recognized project-centric business management software, to record time and expenses charged to projects, monitor project budget performance, and provide staff with real-time project performance data. With Vantagepoint's monthly analysis tools and reports, we can readily analyze each of Harris' individual tasks including tracking resources against tasks, the value of the effort charged against the tasks, and the remaining budget available. These monthly summaries, detailing labor, expense, and subconsultant charges for each billing period, form the basis of preparing accurate monthly invoices. Vantagepoint also allows us to plan and proactively track schedule versus budget to respond to potential delays, resource issues, or other possible problems. We will use this tool to monitor each task and track Harris' expended efforts on the various tasks provided to VSD relating to our Grant Writing Services assignment.

## Decision Logs

Maintaining a detailed account of important decisions made is vital to ensuring the Harris team proceeds in accordance with direction given and consensus reached between VSD and the Harris team. To meet this demand, we will maintain a decision log to track key decisions made. The decision logs will contain a description of the decision, the date it was made, as well as the reasoning and objective behind the decision taken.

## Reporting Progress with VSD

Transparency and clarity are key features in any successful team's process; traditional project reporting, even using a simple Word document, can bring Harris' team and the VSD team into alignment allowing everyone to be informed and comfortable with progress and status. Harris will establish and maintain a monthly report with tasks initiated, tasks underway, tasks completed, actions taken, and status of tasks and outcomes.

### DELIVERABLE(S):

- Decision Logs
- Monthly Reports

## Sample Schedule

| Project Schedule                      | OCT<br>2023 | NOV<br>2023 | DEC<br>2023 | JAN<br>2024 | FEB<br>2024 | MAR<br>2024 | APR<br>2024 | MAY<br>2024 | JUNE<br>2024 | JULY<br>2024 | AUG<br>2024 | SEPT<br>2024 |
|---------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|-------------|--------------|
| Task 1—Funding Needs Analysis         |             |             |             |             |             |             |             |             |              |              |             |              |
| Task 2—Grant Funding Research         |             |             |             |             |             |             |             |             |              |              |             |              |
| Task 3—On-Call Grant Funding Research |             |             |             |             |             |             |             |             |              |              |             |              |
| Task 4—Grant Proposal Development     |             |             |             |             |             |             |             |             |              |              |             |              |
| Task 5—Monthly Reporting              |             |             |             |             |             |             |             |             |              |              |             |              |

### ASSUMPTIONS:

- Task 1 duration is 3 months following Notice to Proceed.
- Task 2 duration will occur throughout the initial 1 year term of the Agreement.
- Task 3 duration will occur as directed throughout the initial 1 year term of the Agreement.
- Task 4 duration will occur following completion of Task 1, and as directed by VSD for funding opportunities available and applicable to identified capital projects.
- Task 5 duration will occur throughout the initial 1 year term of the Agreement.

## D. CERTIFICATION OF PROPOSAL

This section shall state: "The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to VSD in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP."

The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to VSD in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.



Ehab Gerges, PE  
Principal-in-Charge  
949.683.2011  
Ehab.Gerges@WeAreHarris.com

The undersigned also hereby responds to the Vendor Questionnaire (Section 5 of the RFP), as follows:

5.1. Have you read and agreed to all Terms and Conditions?\*

Yes

No

\*Response required



# SEALED FEE PROPOSAL

2023-RFP-009 GRANT WRITING SERVICES



**VALLEY SANITARY DISTRICT**

*September 14, 2023*



**Harris & Associates**

# E. SEALED FEE PROPOSAL

Please provide a lump sum, not-to-exceed fee proposal for the Project. The fee proposal shall be broken down by task and further broken down by staff, subconsultant costs, and expenses for each task. The fee proposal shall include hourly rates for all personnel.

| Phase / Task Description                | Total Hours | Harris Staff                              | Marcus Fuller   | Christy Cooper   | Dima Galkin      | Kelly Morgan     | Sudi Shoja (ESS) | Debbie Murphy (ESS) | Ann Hajnosz      | Karyn Johnson     | James Klueber (ESS) | Zaheer Shaikh                  | Elizabeth Reyes  |  |
|---|-------------|---|-----------------|------------------|------------------|------------------|------------------|---------------------|------------------|-------------------|---------------------|--------------------------------|------------------|--|
|   |             | Role                                      | Program Manager | Grant Specialist | Grant Specialist | Grant Specialist | Grant Specialist | Grant Specialist    | Grant Specialist | Financial Analyst | Financial Analyst   | Financial Analyst              | Project Engineer |  |
|   | Hourly Rate | \$325.00                                  | \$265.00        | \$230.00         | \$205.00         | \$231.00         | \$220.00         | \$315.00            | \$265.00         | \$220.00          | \$300.00            | \$215.00                       |                  |  |
| Task 1 - Funding Needs Analysis         | 216         | 40  | 0               | 0                | 0                | 20               | 20               | 40                  | 40               | 8                 | 40                  | 8                              | \$60,700         |  |
| Task 2 - Grant Funding Research         | 168         | 0   | 24              | 24               | 24               | 24               | 24               | 24                  | 0                | 24                | 0                   | 0                              | \$40,464         |  |
| Task 3 - On-Call Grant Funding Research | Varies      | Refer to Schedule of Hourly Billing Rates |                 |                  |                  |                  |                  |                     |                  |                   |                     |                                | Varies           |  |
| Task 4 - Grant Proposal Development     | Varies      | Refer to notes below                      |                 |                  |                  |                  |                  |                     |                  |                   |                     |                                | Varies           |  |
| Task 5 - Monthly Reporting              | 54          | 12  | 6               | 6                | 0                | 12               | 6                | 12                  | 0                | 0                 | 0                   | 0                              | \$14,742         |  |
|   |             |   |                 |                  |                  |                  |                  |                     |                  |                   |                     | Sub-Total for Tasks 1, 2 and 5 | \$115,906        |  |
|   |             |   |                 |                  |                  |                  |                  |                     |                  |                   |                     | Reimbursable Expenses          | \$2,500          |  |
|   |             |   |                 |                  |                  |                  |                  |                     |                  |                   |                     | Total for Tasks 1, 2 and 5     | \$118,406        |  |

**NOTES:**

For Task 3, upon confirmation of funding requirements identified in Task 1 and direction received from VSD, additional grant funding research will be performed on a time / materials basis pursuant to the schedule of hourly rates.

For Task 4, the individual grant application cost will be dependent upon the type and complexity of the funding requirements. Cost will vary depending upon level of effort (LOE) required, with a budget estimated as follows: low LOE = \$15,000; average LOE = \$25,000; and high LOE = \$35,000.

Upon identification of eligible funding opportunities, a level of effort will be determined and scope/fee finalized for grant proposal development for that funding opportunity to be approved by VSD.

# SCHEDULE OF HOURLY BILLING RATES



| TITLE             | HOURLY RATES |
|-------------------|--------------|
| Program Manager   | \$325        |
| Grant Specialist  | \$205–\$265  |
| Financial Analyst | \$220–\$315  |
| Project Engineer  | \$215–\$300  |

## NOTES:

- Harris billable hourly rates are subject to adjustment due to promotions during the effective period of this schedule.
- A new rate schedule escalated annually at 5% will become effective January 1, 2024 and on the 1st of January every year thereafter.
- Harris billable hourly rates include most direct costs such as travel, equipment, computers, communications and reproduction.
- All subconsultant charges are subject to a 10% markup.



| TITLE             | HOURLY RATES |
|-------------------|--------------|
| Principal         | \$210        |
| Project Manager   | \$200        |
| Senior Associate  | \$185        |
| Associate         | \$160        |
| Support Associate | \$135        |
| Technical Experts | \$220–\$275  |

## NOTES:

- Reimbursable costs include actual costs for reproduction and courier services, and travel costs at current IRS mileage rate.

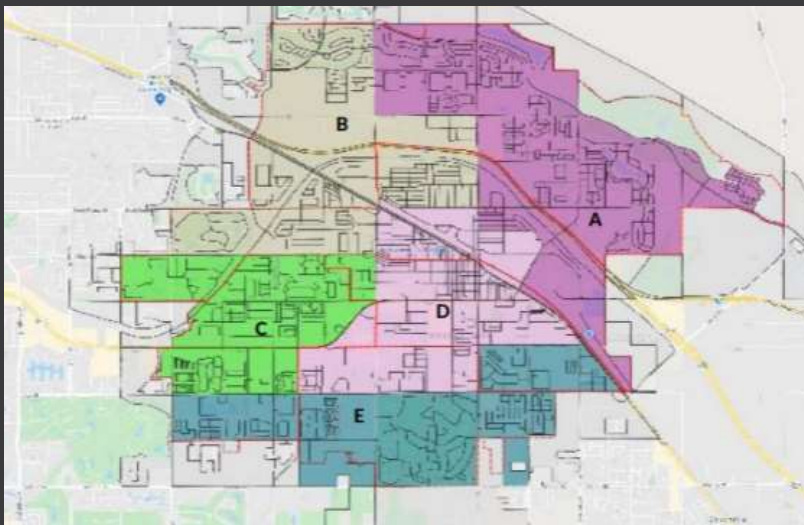
**Proposal**

# **Grant Writing Services**

**RFP NO. 2023-RFP-009**



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



**SEPTEMBER 14, 2023**

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**Hoch Consulting**







Holly Gould  
Clerk of the Board  
Valley Sanitary District  
45500 Van Buren Street  
Indio, CA 92201

September 14, 2023

**Subject: Proposal for Grant Writing Services**

Dear Ms. Gould,

Hoch Consulting is pleased to submit this proposal to the Valley Sanitary District, (District) to provide grant funding research and grant writing services. **Hoch Consulting is a full-service civil engineering firm focused on providing our clients with high-quality, cost-effective, and practical engineering, management, and funding solutions.** Founded in 2012, our guiding principles are to provide technical expertise, creativity, accountability, integrity, and efficiency in everything we do.

We combine our experience as well-rounded and nimble project managers with the technical expertise of our trusted colleagues to provide a best-in-class project team capable of organizing and analyzing complex data to make competent and trusted recommendations for grant funding for a variety of infrastructure projects. Our team draws from former municipal government employees, civil engineers, and water resources specialists to provide a deep bench of technical experts that understand water resources and the challenges that exist in funding expensive infrastructure projects in California. Our funding team is completely in-house and has proven expertise in writing, submitting, and administering grants, rebates, and low-interest loan programs from local, state, and federal agencies. We are excited at the prospect of supporting the District in its efforts to keep pace with the renewal and replacement of aging infrastructure and to implement projects supporting the reuse of recycled water.

**We appreciate the opportunity to demonstrate our qualifications and are excited by the prospect of working with Valley Sanitary District to earn a spot amongst the District's roster of trusted partners.** If you have any questions about the information contained herein, please do not hesitate to contact us.

Sincerely,

Hoch Consulting  
Adam Hoch, P.E., QSD  
President/Principal Engineer  
[ahoch@hochconsulting.com](mailto:ahoch@hochconsulting.com)



**HOCH  
CONSULTING**

Legal Name & Company Address:

Hoch Consulting, APC  
804 Pier View Way, Suite 100  
Oceanside, CA 92054

Legal Status: S-Corporation (California)

Years in Business: 11

Number Employees: 15

Certified: SBE | SLBE

California Business License #: 3553946

Proposal Contact & Authorized Signer:

Adam Hoch, P.E., QSD, QISP  
President | Principal Engineer  
Address: 804 Pier View Way, Suite 100



# Statement of Qualifications

## Executive Summary

Our funding team is comprised of a talented cast of technical personnel who each possess extensive experience in crafting, submitting, and managing grants, rebates, and low-interest loan programs offered by local, state, and federal agencies. **We have both the technical writing skills and engineering competency that are often necessary to develop successful grant application work products** such as workplans, budgets, schedules, and compelling narrative proposals/applications. We draw from a deep bench of staff that helps us effectively respond to the typically quick turn-a-round time between the funding opportunity announcement and grant application submission deadline. Our team's breadth also allows us to effectively manage competing priorities.

**Our team has written successful applications for** the United States Environmental Protection Agency (USEPA), United States Bureau of Reclamation (USBR), Governor's Office of Emergency Services (CalOES), California Department of Water Resources (DWR), Metropolitan Water District of Southern California (MWD), and California's Department of Resources Recycling (CalRecycle), and have supported alternative funding efforts for loans such as the State Revolving Fund (SRF) and EPA's Water Infrastructure Funding and Innovation Act (WIFIA) program. These efforts have resulted in the procurement of outside funding for a wide range of projects such as reuse projects,



groundwater recovery, renewable energy, co-digestion, automated metering upgrades, emergency communications infrastructure, critical facility emergency power generation, and stormwater reuse projects, all of which have allowed the agencies that we have represented, to stretch ratepayer dollars for water, wastewater, and recycled water programs. We have assisted our clients in securing funding for innovative leak detection and water conservation programs, sewer infrastructure improvements, and recycled water distribution systems as well.

We have a seasoned team of professionals in the funding group led by Ms. Cari Dale, our proposed Project Manager for this endeavor. Ms. Dale spent 29 years leading the management of potable water, wastewater and water reclamation programs for a variety of agencies in Southern California. In these roles, she routinely guided relevant technical studies, programs and funding initiatives to develop reliable water supplies and ensure program implementation. **Ms. Dale has extensive expertise in identifying grant opportunities, matching existing programs and infrastructure projects to funding opportunities as well as successfully navigating the Federal appropriations process.** She was a champion of a multi-agency recycled water project in North San Diego County and Pure Water Oceanside, both of which were significant capital projects which received substantial federal funding through the



# Statement of Qualifications

## Executive Summary

Bureau of Reclamation. We believe that the Recycled Water Project Phase 2 and 3 may be well suited to obtain funding through the Title XVI program at the Bureau of Reclamation and Ms. Dale is highly experienced in coordinating technical studies to qualify a project for grant funding, is well-versed in the intricacies of coordinating project construction with the grant process, and understands the paramount importance of timing in securing funding, which could potentially be the deciding factor in securing a grant award for a project. Ms. Dale maintains a positive rapport with Bureau of Reclamation staff, which has helped to further favorable exchanges and successful funding initiatives on behalf of the agencies she has represented. Ms. Dale will be assisted by Ms. Kyrsten Burr, who will act as the Deputy Project Manager and brings extensive experience in the public sector water industry, having spent 21 years in the public sector working for the City of San Diego as well as the San Diego County Water Authority. Ms. Burr has a notable history of achieving funding success and is highly experienced in creating applications, engaging with granting agency personnel, and carrying out reporting tasks. Both Ms. Burr and Ms. Dale are also well versed in various debt funding and have supported agencies with WIFIA and SRF loan processes.

Our team is rounded out by several highly skilled professionals with expertise in water resources, water conservation, water policy and civil engineering, providing valuable support to Ms. Dale and Ms. Burr. These areas of expertise serve as a strong basis to draw from when creating persuasive stories for grant applications. With a deep understanding of the industry and a proven track record of success, we are well-equipped to navigate the complex landscape of grant applications and funding opportunities. By leveraging our diverse skill set and extensive knowledge, we effectively communicate the unique needs and goals of our clients, maximizing their chances of securing the necessary funding for their projects.

**Our success in the funding support world is aided by the relationships we cultivate and maintain with key staff at the grantor agencies.** For example, we communicate with our contacts before funding cycles are opened, during the grant application process, and after submitting the grant application. And for grant applications that are not successful, we routinely engage grantors for a debrief to identify how to make an application stronger for the next funding opportunity.

This is an exciting and opportune moment in the funding landscape, thanks to the recent passage of the Bipartisan Infrastructure Bill and other significant federal and state legislations. At Hoch Consulting, our funding support team has been diligently monitoring the various programs that will allocate these funds, including USBR's Title XVI and WaterSmart Water and Energy Efficiency Grant (WEEG) programs, CalRecycle's Co-Digestion Grant Program, Water Infrastructure Finance and Innovation Act (WIFIA), and State Revolving Fund (SRF) programs. With our extensive knowledge and expertise in these funding opportunities, we are well-positioned to assist Valley Sanitary District in leveraging these resources to advance the region's goals and policies. By partnering with us, Valley Sanitary District can confidently navigate the complex funding landscape and secure the necessary resources to propel its initiatives forward.



# Statement of Qualifications

## Qualifications and Experience

**Hoch Consulting** has provided grant support services like those requested in this RFP to various clients in Southern California for over a decade. Our team is composed of former public agency managers, executives, and support staff whose unique work histories help us to better understand our client needs, navigate government agencies, and maintain productive relationships with key funding program staff. We bring significant experience in identifying opportunities and matching projects to those opportunities, as well as preparing grant applications and funding agreements from a wide range of federal, state, and regional programs. In the last five years, with a 88+ percent procurement rate, Hoch assisted clients in identifying and securing over \$80.5 million in grants and \$140 million in low-interest loans. We have also submitted applications for \$134 million in grants, which are pending review.

Due to our highly skilled team and extensive knowledge of funding programs suitable for water districts, we are well-equipped to promptly identify funding opportunities for our clients. Additionally, we can prepare applications quickly in accordance with funding agency timelines, thanks to our deep bench of skilled practitioners. In addition to our core staff, who have considerable experience in local government, our proposed **Project Manager** is Cari Dale, former City of Oceanside Water Utilities Director. Her executive level experience gives her a unique perspective on the challenges and opportunities in the development of funding applications. She has spent considerable effort identifying, applying for, and advocating for funding at all levels of government to secure grants, low interest loans, rebates and bonds for the large capital projects and operating programs that she oversaw.

Our proposed **Deputy Project Manager** is former San Diego County Water Authority staff, Kyrsten Burr, who will provide support in all areas of the project alongside Ms. Dale to ensure responsiveness and availability to meet competing deadlines. Ms. Burr has a successful track record in grant writing, implementing projects, and ensuring all grant guidelines are met. Ms. Burr's direct experience with grant projects funded through state, federal, and local granting agencies provides valuable insight into successful grant procurement. Hoch has never missed a grant deadline due to the use of these internal controls.

Our proposed team brings a breadth of knowledge regarding funding efforts for numerous water agency clients. We have written successful grant and loan applications for the United States Environmental Protection Agency (USEPA), United States Bureau of Reclamation (USBR), Governor's Office of Emergency Services (CalOES), California Department of Water Resources (DWR), Metropolitan Water District of Southern California (MWD), and California's Department of Resources Recycling, and others, many of which have projects like those projected for the district. These efforts have resulted in the procurement of outside funding for a wide range of projects such as reuse projects, groundwater recovery, renewable energy, automated metering upgrades, emergency communications infrastructure, critical facility emergency power generation, and stormwater reuse projects. We have assisted our clients in securing funding for innovative leak detection and water conservation programs, sewer infrastructure improvements, and recycled water distribution systems as well.



# Statement of Qualifications

## Qualifications and Experience

The organization chart below depicts the dedicated key staff available to provide high-quality, cost-effective services, with a focus on grant funding research and grant writing for a variety of district projects. The Hoch Team has a well-qualified group of support staff available as well.



### PROJECT TEAM

To follow are brief bios of the proposed team followed by individual resumes. Hoch proposes several key personnel to provide funding support to Valley Sanitary District, including Ms. Cari Dale as Project Manager and Ms. Kyrsten Burr as Deputy Project Manager. Mr. Adam Hoch will be our Principal-in-Charge, with signature authority to facilitate contract execution with the District. Ms. Dale and Ms. Burr are supported by a talented cast of water resource specialists, technical writers, and engineers who will assist in the identification of funding opportunities, proposal writing, and grant coordination. We are confident that our team can provide unparalleled service to Valley Sanitary on this project. The following staff spotlights provide a high-level look at the experience offered by the Hoch team. Hoch staff listed herein are committed to the work established in the District’s solicitation for grants tracking and acquisition services and will remain flexible to change in scopes and schedules if agreed upon by all parties.



# Statement of Qualifications

## Qualifications and Experience



### **Cari Dale – Director of Water Resources / Project Manager**

Ms. Dale has over 29 years in the public sector, leading the management of potable water, wastewater, and water reclamation utilities and programs for a variety of agencies in Southern California. She has been successful in bringing internal teams together to plan for and resolve pressing water resource and quality issues. The Pure Water Oceanside project, commissioned in 2021 as San Diego County's first potable reuse project, is an example of her leadership and expertise in pushing forward innovative solutions to these problems. Prior to joining Hoch, she served as the City of Oceanside's Water Utilities Director where she identified and pursued strategies, studies, programs, and funding to further a diversified water supply portfolio in support of the City Council's goal of 50% local supplies by 2030. Ms. Dale is adept at navigating the federal appropriations and loan processes, and municipal debt issuance and rebate programs, to offset ratepayer funding of projects and programs and has a proven track record of establishing a rapport with legislative officials and their staff to advance funding initiatives. As the Project Manager, Ms. Dale will be responsible for planning, prioritizing, and overseeing project activities from beginning to end. Duties include coordinating with District staff, leading team meetings, planning and monitoring the project, managing her team's internal work efforts, attending Board and Committee meetings (if-needed) and managing the production of deliverables. Ms. Dale holds a master's degree in Public Administration with an emphasis on Water Resources Management and a bachelor's degree in Biology.



### **Kyrsten Burr –Deputy Project Manager**

Ms. Burr is a skilled project manager with extensive experience as an urban planner, senior water resources specialist, and senior management analyst. In her 21 years of public sector experience, she has managed projects for various agency departments including public outreach and conservation, finance, and community development, and water, wastewater, and recycled water. Ms. Burr is conversant in all aspects of grant administration, including federal, state, and regional grant funding opportunity evaluation, proposal development, procurement, implementation, invoicing, reporting and compliance. Ms. Burr's direct experience with grant projects funded through relevant state and local granting agencies provides valuable insight into successful grant procurement and effective administration of grant projects. In addition to supporting Ms. Dale in her Project Management duties, Ms. Burr will be responsible for grant opportunity identification and strategic analysis of upcoming funding. In addition, she will collaborate closely with District staff to identify optimal grant packages for funding and lead efforts for reporting once a funding opportunity is awarded. Ms. Burr holds a master's degree in public administration and a bachelor's degree in Urban Economic Geography/Urban Planning.



# Statement of Qualifications

## Qualifications and Experience



### **Adam Hoch, P.E. – Principal-In-Charge**

Mr. Hoch is a registered Civil Engineer in the State of California with over 11 years of experience in writing and administering grants, loans, and rebates for municipalities in San Diego County. He has successfully secured over \$4.7 million in grant awards over the last seven years. Mr. Hoch has extensive experience in funding support, including opportunity evaluation, proposal development, reporting, and compliance. Mr. Hoch has provided exceptional value-added services to his municipal clients throughout Southern California by identifying and procuring funding for capital projects that he also managed for those same agencies. Over the past decade, Mr. Hoch's in-depth understanding of capital funding opportunities has resulted in

procurements that provided key support and led to the successful construction of public works projects for his clients. Mr. Hoch will be responsible for ensuring there is adequate staffing and resources to perform the work and for contract execution.



**Skylar Stephans – Water Resources Specialist** Ms. Stephans possesses a broad range of experience in government policy and public outreach. She has hands-on experience identifying funding opportunities for our clients, understands the legislative process, and is adept at identifying how future regulatory requirements may impact local agencies. This is key in finding grant funded programs that may become important to agencies. Ms. Stephans will support nearly all tasks associated with this project scope, conduct reporting activities and attend funding fairs.



**Allison Ribachonek, P.E. – Senior Project Engineer** Ms. Ribachonek is a licensed P.E. (Arizona) with over eight years of experience in water resources funding support and engineering. Ms. Ribachonek has written grant proposals for local water agencies and administered grant awards received through the USBR's WaterSmart Grant Program and DWR's IRWM Grant Program. Ms. Ribachonek's funding support expertise includes funding identification, procurement, and administration of local, state, and federal grants. Ms. Ribachonek will create exhibits as needed and support all aspects of funding applications.



**Sarah Davis – Senior Water Resources Specialist** Ms. Davis possesses knowledge and technical experience in water management planning, project management, regulatory advocacy and development, conservation, and public outreach. Prior to joining Hoch Consulting, Ms. Davis was with the City of Oceanside Water Utilities Department (water, wastewater, recycled water, and solid waste) where she performed public outreach and marketing for Pure Water Oceanside. Ms. Davis will support most areas of this work effort including granting agency outreach.



**Kathryn Calilan, E.I.T. – Associate Engineer** Ms. Calilan is an Engineer-In-Training in Water and Wastewater roles and her most recent work was at the North City Pure Water Reclamation Plant. Beyond her specialized knowledge in these disciplines, her diverse engineering background and unique project exposure has contributed to her proficiency in various engineering sectors. Her exceptional organizational skills further enhance her value as an essential Hoch team member. She will provide as-needed grant support for the project.



**Lena Bagnol – Staff Engineer** Ms. Bagnol is an Environmental Engineer whose experience in the water industry has made her passionate about bringing more sustainable solutions to the water and wastewater industry. She has worked as staff engineer and project management support on numerous projects in Southern California. She has experience working with Bluebeam, ArcGIS, Microsoft Office, and AutoCAD. Ms. Bagnol has strong oral and written communications skills which have aided in providing support for projects and reports. Ms. Bagnol will provide as-needed grant support for the project.



**Education:**

Masters in Public Administration, Water Resources Management emphasis, *California State University, San Bernardino*

B.A., Biology, *Macalester College*

**Years of Experience:**

29 Years – Public Agency  
 1 Year - Private

**Organizations:**

Women in Water

California Water Environment Association

WaterReuse

**Special Recognition**

Recycled Water Advocate of the Year – 2022, WaterReuse California

Pathogen Study, White House Water Summit, 2016

Ms. Dale is a skilled municipal executive, having spent over 29 years in the public sector, leading the management of potable water, wastewater, water reclamation and solid waste utilities for a variety of agencies in Southern California. In these roles, she routinely managed multiple complex utilities, including substantial financial planning and funding efforts. For over a decade, she served as the City of Oceanside’s Water Utilities Director where she oversaw annual operating and capital budgets of more than \$200 million. Cari is skilled at rate studies and fee development, debt financing as well as state and federal grant funding, all of which were critical to allowing the agencies that she has represented, to move forward with programs or infrastructure projects including San Diego County’s first Potable Reuse Project, Pure Water Oceanside. Cari is also adept at navigating the Federal appropriations process and has a proven track record of establishing a rapport with Federal Legislative officials and their staff.

**Funding Support**

**SUCCESSFUL FUNDING APPLICATION & PROPOSAL DEVELOPMENT**

**City of Oceanside Water Utilities Department**

- USBR WaterSMART WEEG Grants (\$5M Awarded) - 2019, 2020, 2021
- EPA Water Infrastructure Financing Innovation Act (WIFIA) - letter of interest and application for advanced water purification, recycled water, and sewer projects, (\$69M Awarded; \$71 Pending) – 2019 - 2022
- Metropolitan Water District of Southern California (MWD) Local Resources Program– application package for groundwater recharge for potable reuse and recycled water rebates, (\$43M Approved) - 2019
- CalRecycle Co-Digestion Grant Program, Food Waste Digester Capacity Development Project (\$4.233M Awarded) - 2022
- Department of Defense, Defense Community Infrastructure Program (DCIP), Fire Station No. 1 (\$3.5M Awarded) - 2021
- USBR Title XVI Water Infrastructure Improvements for the Nation (WIIN), Pure Water Oceanside (\$3M, \$3M, \$1.7M, and \$9.9M Awarded) - 2019, 2020, 2021, 2022
- USBR Title XVI Water Infrastructure Improvements for the Nation (WIIN) Desalination, Well Construction and Brine Optimization (\$2.6M and \$1M Awarded) – 2020, 2022
- USBR WaterSMART, Advanced Metering Infrastructure (AMI) (\$1.5M, \$1.5M and \$2M awarded) - 2019, 2020 and 2021
- Department of Water Resources (DWR) Integrated Regional Watershed Management (IRWM) Grant Program, Pure Water Oceanside (\$3.1M awarded) – Pure Water Oceanside – 2019
- Department of Water Resources (DWR) Integrated Regional Watershed Management (IRWM) Grant Program, Lower Recycled Program (\$1.2M and \$2.3M awarded) – 2019, 2021
- National Coastal Wetlands Conservation Grant, Loma Alta Creek (\$1M) - 2021
- Water Revenue Refunding Bond Issuance (\$9.5M) – 2021
- Water Revenue Bond Issuance (\$42M) – 2020
- USBR Title XVI Water Reclamation Research and Reuse Program (\$35,906 Awarded), Brine Pilot Study - 2016
- Water Revenue Refunding Bond Issuance (\$23M) – 2013
- Sewer Revenue Refunding Bond Issuance (\$18M) - 2013





# Kyrsten Burr Principal Project Manager



Ms. Burr is an experienced project and grant manager, drawing from her tenure as a senior management analyst, planner, and senior water resources specialist. She has spent over 20 years at public agencies managing projects and programs in various functional areas including water/recycled water/wastewater, water conservation and stormwater, budget and finance, public outreach and communications, and community development. Prior to joining Hoch Consulting, Ms. Burr worked for the City of San Diego Public Utilities Department as a senior management analyst and the San Diego County Water Authority (SDCWA) as a senior water resource specialist focusing on grant administration.

**Education:**  
Master’s Public Administration SDSU

Bachelor’s Urban Economic Geography/ Urban Planning, UC Berkeley

**Experience:**  
21 Years – Public Agency  
5 Years – Private

**Organizations:**  
Women in Water  
  
Water for People

Ms. Burr is conversant in all aspects of grant administration, including federal, state, and regional grant funding opportunity evaluation, proposal development, procurement, implementation, invoicing, reporting and compliance. Ms. Burr maintains a holistic perspective developed through her experience in grant writing, program development, and grant administration. This enables her to provide valuable insights and strategic input when defining a grant proposal scope of work, budget, and deliverables, resulting in the strongest application possible. Further, once awarded, the client has a practical project that can be successfully implemented, ensuring that funding will be received and establishing good standing with the granting agency for future endeavors.

**RELEVANT PROJECT EXPERIENCE:**

## Funding Support

**FUNDING OPPORTUNITY RESEARCH & ASSESSMENT**

Otay Water District (2021-present)      Rainbow Municipal Water District (2020)  
City of Oceanside Water Utilities Department (2020- present)      SDCWA (2016- 2022)

**SUCCESSFUL FUNDING APPLICATION & PROPOSAL DEVELOPMENT**

**City of Oceanside Water Utilities Department**

- USBR WaterSMART WEEG Grants –2019, 2020 (\$3M Awarded, \$2M Pending)
- EPA Water Infrastructure Financing Innovation Act (WIFIA) - letter of interest and application for advanced water purification, recycled water, and sewer projects, 2019 -present (\$69M Awarded; \$71 Pending)
- Metropolitan Water District of Southern California (MWD) LRP – application package for potable reuse and recycled water rebates, 2019 (\$43M Approved)

**Olivenhain Municipal Water District**

- USBR WaterSMART WEEG Grant, 2019 (\$300,000 Awarded)

**SDCWA**

- Department of Water Resources (DWR) IRWM Prop 1 Round 1
- Grant for water use efficiency projects, 2020 (\$1.44M Awarded)
- MWD Member Agency Administered Program - water use efficiency projects, 2018-2019(\$2.4M Secured)

**City of San Diego**

- DWR IRWM Prop 84 Grant – cons/recycled projects, 2008 (\$4.3M Awarded)

**Rainbow Municipal Water District**

- Cal Office of Emergency Services Grant – emergency power equipment, 2020 (300,000 Awarded)

**GRANT & LOAN ADMINISTRATION** SDCWA, 2016-Present San Elijo Joint Powers Authority, 2019-Present City of Oceanside, 2020-Present



## Adam Hoch, P.E., QSD, QISP President/Principal Engineer



### Education:

B.S., Civil Engineering,  
*Lehigh University*,  
2003

### Professional Registrations:

Professional Engineer  
(Civil) California,  
# C77635

Qualified SWPPP  
Developer (QSD),  
#C77635

Qualified Industrial  
SWPPP Practitioner  
(QISP), #C77635

**Years of Experience:**  
5 Years – Public Works  
10 Years – Private

### Organizations:

American Society of  
Civil Engineers

American Public  
Works Association

California Water  
Environment  
Association

WaterReuse

California Stormwater  
Quality Association

Mr. Hoch is a registered Civil Engineer in the State of California with experience in funding support, including grant and loan opportunity evaluation, proposal development, reporting and compliance. Mr. Hoch has provided exceptional value-added services to his municipal clients throughout Southern California by identifying and procuring grant and loan funding for capital projects that he managed for those same agencies. Over the past decade, Mr. Hoch's in-depth understanding of capital funding opportunities has resulted in procurements which provided key support, leading to the successful construction of public works projects for his clients.

### RELEVANT PROJECT EXPERIENCE

#### FUNDING OPPORTUNITY RESEARCH & ASSESSMENT

- Rainbow Municipal Water District (2020)
- City of Oceanside Water Utilities Department (2020 – present)
- San Diego County Water Authority (SDCWA) (2016 – present)

#### SUCCESSFUL FUNDING APPLICATION & PROPOSAL DEVELOPMENT

##### **City of Oceanside Water Utilities Department**

- USBR WaterSmart WEEG Grants – 2019, 2020 (\$3M Awarded, \$2M Pending)
- EPA Water Infrastructure Financing Innovation Act (WIFIA) – letter of interest and application for advanced water purification, recycled water, and sewer projects, 2019 – present (\$69M Awarded; \$71M Pending)
- Metropolitan Water District of Southern California (MWD) Local Resources Program – application package for groundwater recharge for potable reuse and recycled water rebates, 2019 (\$43M Approved)

##### **Olivenhain Municipal Water District**

- USBR WaterSmart WEEG Grant, 2019 (\$300,000 Awarded)

##### **SDCWA**

- Department of Water Resources (DWR) Integrated Regional Watershed Management (IRWM) Prop 1 Round 1 Grant for water use efficiency projects, 2020 (\$1.44M Awarded)

#### GRANT AND LOAN ADMINISTRATION

- San Elijo Joint Powers Authority, 2015 – Present
- City of Oceanside, 2018 – Present
- SDCWA, 2016 – Present
- City of National City, 2020 – Present

#### **Escondido Creek Watershed Integrated Resource Management Project, Trussell Technologies, Inc., 2012**

Lead author for the Escondido Creek Watershed Integrated Resource Management Project (ECWIRMP) grant application (IRWM Prop 84, Round 2). The ECWIRMP was a consortium of public agencies, private entities, and non-governmental organizations that sought \$2.3 million in grant funding to develop local water supplies, increase renewable energy for local water sources, collect and distribute water quality and quantity data, and produce and distribute educational materials within the Escondido Creek Watershed. The ECWIRMP achieved Tier 1 status in the grant selection round.



## Skylar Stephens Water Resource Specialist



### Education:

Master of Public Administration,  
University of North Texas

Bachelor of Arts in International Studies,  
University of North Texas

### Experience:

13 Years – Public Agency

Ms. Stephens has over 10 years of experience working in local and state government evaluating programs and regulations in various government sectors including water. Prior to joining Hoch Consulting, Ms. Stephens worked for the San Diego County Water Authority (Water Authority) as a management analyst in the Metropolitan Water District Program of Southern California (MWD) and became well versed in Southern California’s water issues.

### RELEVANT EXPERIENCE:

#### **Project Administration**

*Staff Support*

#### **MWD Program, San Diego County Water Authority, 2018-2022**

Ms. Stephens supported the Metropolitan Water District of Southern California (MWD) Program by evaluating MWD board materials and providing background information and policy recommendations to Water Authority delegates that served on the MWD board. This work included attending all MWD board meetings, analyzing changes to MWD policy and programs, creating briefing materials on MWD issues, maintaining databases of delegate requests and other board actions, tracking MWD and regional water issues, attending regional water agency meetings, researching historical board actions, and preparing reports for the Water Authority Board of Directors. Additionally, Ms. Stephens reviewed and provided edits for Water Authority technical documents, including its Urban Water Management Plan, Official Statement, Annual Report, and fact sheets.

*Program Management*

#### **MWD Program, San Diego County Water Authority, 2018-2022**

Ms. Stephens managed the out-of-region groundwater storage program at the Semitropic Water Storage District in Kern County. This work included paying annual invoices, analyzing water quality and quantity data, and attending monitoring meetings. In 2022, Ms. Stephens worked on the sale of Water Authority water supplies and storage capacity to MWD, which included analyzing several complicated contracts and other historical documents and working with the groundwater storage provider, MWD staff, and Water Authority staff to create agreement terms.

Ms. Stephens also managed the Water Authority’s MWD tour program by working with MWD staff to provide educational inspection trips of water infrastructure projects to key stakeholders and the public. This included preparing outreach materials, working with MWD directors, presenting overviews of the Water Authority, communicating with attendees, and working with MWD staff to plan tours.

#### **Funding Support**

*Administration*

#### **Community Development, City of Lewisville, Texas, 2010-2011**

At the City of Lewisville, Ms. Stephens worked in the grants department administering the city’s Community Development Block Grant. This work included planning, executing, and analyzing income surveys to target housing and neighborhood revitalization projects in low income areas; evaluating grant recipients and applicants; preparing agendas, minutes, and presentations for an advisory committee; writing policy, guidelines, and procedures for a housing rehabilitation program; and assisting with the environmental review process.



## Allison Ribachonek, P.E. Senior Project Engineer



Allison is a Professional Engineer with over 9 years of experience in grant writing, funding support, and grant administration. Allison has obtained extensive grant writing and administration experience for projects funded by Caltrans' Highway Safety Improvement Program (HSIP) and Active Transportation Program (ATP) grant programs. Her funding support experience also includes funding identification, application development, procurement, developing stakeholder support, and management for local, state, and federal grant funding opportunities.

### RELEVANT PROJECT EXPERIENCE:

### Funding Support

*Grant Writing*

#### **California State Coastal Conservancy (SCC) Prop 1 Grant, City of Long Beach, 2019 (\$500,000 Awarded)**

Developed and submitted the grant application requesting funding for the City of Long Beach Public Works Department's Long Beach Municipal Urban Stormwater Treatment (LB-MUST) Project. LB-MUST is a comprehensive and innovative multi-benefit project that will intercept and treat dry weather runoff and a percentage of the first-flush storm flows generated within the City of Long Beach prior to discharging to existing storm drain outfalls flowing into the Los Angeles River. The design includes a centralized advanced water treatment facility with an educational space, a 1- acre constructed wetland, and the creation of a park with landscaped trails which will connect to the existing LA River Bicycle Path. The constructed wetlands will provide additional treatment/water polishing following discharge from the treatment facility and will be a landscape amenity.

#### **Stormwater Capture Feasibility Study for Safe Clean Water Program (Measure W) Funding, East San Gabriel Valley Watershed Management Group, 2019**

The passage of Measure W in 2018 created a comprehensive, regional plan to address how water is captured to reduce the Los Angeles County region's reliance on imported water. On behalf of the East San Gabriel Valley Watershed Management Group and its member cities (Cities of Claremont, La Verne, Pomona, and San Dimas), Allison conducted a feasibility study to identify prospective project sites that showed favorable conditions for stormwater capture and groundwater recharge project which also targeted MS4 compliance. Allison formulated comprehensive planning-level project applications for entry into the Safe Clean Water Program module. To develop additional stakeholder support, she delivered presentations to East San Gabriel Valley Watershed Management Group, Los Angeles County Department of Public Works, and at monthly Six Basins Watermaster board meetings. Her project application development responsibilities included site reconnaissance and site photo collection, as-built reviews, coordination with underground infiltration gallery vendors to develop site-specific low impact design (LID) BMP concepts, hydrologic modeling to determine the 24-hr 85<sup>th</sup>-percentile storm flow to be captured and recharged into underground infiltration galleries or surface ponds, planning-level design plans and profiles, and assisted in the development of probable construction costs.

### Education:

M.S., Environmental & Hydrosystems Engineering,  
*University at Buffalo, The State University of New York, 2012*

B.S., Civil Engineering,  
*University at Buffalo, The State University of New York, 2010*

### Professional Registrations:

Professional Engineer (Civil) Arizona,  
# 78589

### Years of Experience:

9+ Years

### Certifications:

National Association of Sewer Service Companies (NASSCO):

- Inspector Training Certification Program (ITCP), Cured-in-Place-Pipe (CIPP)
- Pipeline/ Manhole/ Lateral Assessment Certification Program (PACP/ MACP/ LACP)



**Education:**

B.S., Environmental Policy, Analysis, and Planning - *University of California, Davis*

**Years of Experience:**

10 Years – Public Agency

**Organizations:**

WaterReuse

Women in Water

**Special Recognition:**

CAPIO, 2020 Excellence in Public Information & Communications – Communication Plan, Pure Water Oceanside Community Relations

CAPIO, 2020 Excellence in Public Information & Communications –Best in Show, City of Oceanside Green Oceanside Kitchen Launch Event

CAPIO, 2020 Excellence in Public Information & Communications –Media Event, City of Oceanside Green Oceanside Kitchen Launch Event

Ms. Davis is an experienced water resource professional, with knowledge and technical experience in water management planning, project management, regulatory advocacy and development, climate action, conservation, and public outreach. Prior to joining Hoch Consulting, Ms. Davis was with the City of Oceanside Water Utilities Department (water, wastewater, recycled water, and solid waste). During this time, Ms. Davis conducted water and wastewater trend forecasting, regulatory advocacy, climate adaptation and mitigation, compliance reporting, inspection and monitoring programs, database development, and preparation of technical reports including the Urban Water Management Plan, Water Shortage Contingency Plan, annual stormwater reports, ordinance updates, and strategic planning.

**RELEVANT PROJECT EXPERIENCE:**

**Project Administration**

**Water Resources Program Administration, City of Oceanside 2013-2022**

Performed data collection, interpretations, and trend forecasting on the City’s water and wastewater sources and flow data. Performed technical analysis and research based on trends and assisted with the development of strategies on water resource planning and management, water policy, drought analysis, climate change impact analysis, and water supply. Provided support for large-scale capital improvement projects including advanced metering, organics feasibility study, and indirect potable reuse. Duties included request for proposal development, budget, funding, regulation compliance, data analysis, database development, stakeholder engagement, and marketing/outreach.

**Funding Support**

**California Department of Water Resources IRWM (Integrated Regional Watershed Management) Prop 1, 2019**

Assisted in the development and administration of the Pure Water Oceanside grant proposal resulting in a funding award of \$1,450,000. Functions included grant application development, negotiations with stakeholders and partner agencies, reviewing grant agreements, and contributing to progress reports.

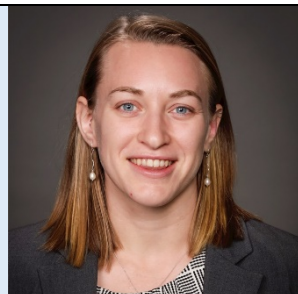
**California Department of Resources Recycling and Recovery Payment Programs, 2013-2020**

Developed and administered payment programs for the City of Oceanside for Beverage Container Recycling and Used Oil. Functions included application development, contractor oversight, reporting, and budget management.

**Permitting/Regulatory Compliance**

**City of Oceanside (2013-2022)**

Prepared annual stormwater reports, conducted commercial compliance inspections, drought monitoring and impact analysis, planned and developed NPDES compliance documents, and prepared climate action plan. Relevant project experience includes City of Oceanside’s development of implementation plans for the San Diego Region 2015 Trash Amendments, updates to Oceanside’s Jurisdictional Runoff Management Plans, development of BMPs, development and oversight of a multi-disciplinary FOG inspection program, and assistance in the coordination of the City of Oceanside’s annual state reporting.



Ms. Calilan is an Engineer-In-Training with experience in Construction Inspection, Field Engineering, and Project Management in Water and Wastewater Roles. Her work overseas, in Kansas, and California has helped her expand her knowledge in the water and wastewater industry. Her most recent work at the North City Pure Water Reclamation Plant as a Bid-Build included managing submittals, RFIs and design modifications, procurement and contract execution, quality control, field management, all while adhering to state and local codes including the San Diego Whitebook. Beyond her specialized knowledge in water and wastewater, Ms. Calilan's diverse engineering background and unique project exposure has contributed to her proficiency in various engineering sectors. Her exceptional organizational skills further enhance her value as an essential member of the Hoch Team.

**Education:**

B.S., Biological Systems Engineering, *Kanas State University*, 2015  
M.S., Master of Science, Civil Engineering, *Kansas State University*, 2021

**Professional Registrations & Certifications:**

Engineer-In-Training (E.I.T.)  
(NCEES ID 15-707-17)

ACI Concrete Field-Testing Technician – Grade I

Safety Training in Confined Spaces (2022)

Safety Training in Fall Protection – Working from Heights (2022)

**Years of Experience:**  
8+ Years

**RELEVANT PROJECT EXPERIENCE:**

**Construction/Implementation**

*Construction Management/Inspection*

***Pure Water North City Reclamation Plant, Kiewit Infrastructure, 2019-2023***

Kathryn served as a mechanical engineer with an emphasis in inspection for the Pure Water North City Reclamation Plan Project. Kathryn aided in planning and executing 5K manhours of work, analyzed, designed, and submitted over 40 RFIs to mitigate design issues and conflicts during design modifications. She also managed quality inspections and documentations for pipelines and valve installation. This included managing vendor contracts and resolving issuing with quality of materials, planning and installing per contract documents, documenting as-builts, installs and testing. Kathryn developed and engineering hydrotest and pneumatic plans and calculated restraint or managed buoyancy where required. She also installed cathodic protection where applicable.

*Construction Management/Inspection*

***Multiple Projects, Kie-Con Inc, 2020-2021***

Kathryn as a Quality Control Field Engineer for Kie-Con Inc on more than 40 projects worth over \$45M. She conducted Quality Control Inspections which included concrete sampling. Kathryn procured materials and monitored more than 11 projects. She developed daily productivity reports which formed a relationship between daily quantities claimed and manhours reported to assess daily project budget and cumulative project budget.

**Design & Engineering**

*Treatment/Community Outreach*

***Comarca Ngäbere -Bugle, Panama, U.S. Peace Corps, July 2017-2019***

Kathryn served as a Water, Sanitation, and Hygiene Specialist during her time with the United States Peace Corps. The project consisted of extensive sanitation projects across three communities. Her duties included the direct design, engineering, and construction of clean drinking water systems and concrete latrine facilities. She worked with local government officials, NGOs, and community organizations to promote water and sanitation infrastructure. Kathryn facilitated community-wide training presentations highlighting aqueducts, latrines, and proper hygiene care which successfully increased community sanitation efforts by 50%. She successfully communicated with the community through speaking Spanish and the local indigenous language of Ngäbere.



**Education:**

B.S., Environmental  
Engineering, *San  
Diego State  
University, 2023*

**Years of Experience:**

1+ years

Lena is an Environmental Engineer whose experience in the water industry has made her passionate about bringing more sustainable solutions to the water and wastewater industry. Previous work with NOAA (National Oceanic and Atmospheric Association) on assessing water quality has provided valuable knowledge on the Southern Californian water industry. She has worked as staff engineer and project management support on numerous projects which included coordination reviews, construction cost estimations, constructability reviews, site visits, assisting with client relations, and identifying elements to modify and refine within project documents for projects across San Diego County. She has experience working with Bluebeam, ArcGIS, Microsoft Office, and AutoCAD. Ms. Bagnol has strong oral and written communications skills which have aided in providing support for projects and reports.

**RELEVANT PROJECT EXPERIENCE:**

**Hutton Turner Pump Station Project, Rainbow Municipal Water District, 2023**

Lena is serving as the Staff Engineer for this project consisting of three pre-packaged EFI pump stations to convey water from the District's Morrow system to the South system. Historically, the District utilized temporary water pump stations comprised of rental equipment to provide water service to customers within portions of its service area. The district had determined that it was more cost effective to construct permanent pump stations to replace the temporary pump stations and has been working with EFI-Solutions to design packaged pump stations to meet the demands of future developments within the district. Staff Engineer assistance includes review of plans and project deliverables, QA/QC, and participating in meetings with district staff and project consultants.

**5<sup>th</sup> & Brookes Storm Drain Upgrade, City of San Diego, 2023**

Lena served as the Staff Engineer for the City of San Diego, who is currently in the design phase for the construction of a new storm drainage system on 5th Avenue and Brookes Avenue. The majority of construction will take place at the intersection of 5th Avenue and Brookes Avenue and includes a new drainage system where one did not previously exist. The new drainage system will also separate a private system from the public storm drain system. Lena performed a constructability review on plans, bid estimate, and the preliminary drainage study provided by the city. She also performed a site visit, created a technical memorandum, and identified elements to modify and refine within the City's plans and specifications.

**Olive Avenue, Vista Irrigation District, 2023**

Lena served as the Staff Engineer for the Vista Irrigation District, who are currently planning to replace potable water main pipelines along Olive Avenue. The design plans will be in conformance with District standards for the District to use during construction. As Staff Engineer, Lena aided in QA/QC of plans, conducting a site visit, and participating in meetings with district staff.

**City of Oceanside – Buccaneer Lift Station, 2023**

Lena served as the Staff Engineer for the City of Oceanside. The Project consisted of upgrading the current treatment plant with new modifications, including the Buccaneer Lift Station. Lena aided in the QA/QC of plans provided throughout different stages of the project. Lena was able to identify inconsistencies which helped clarify and resolve potential issues before the construction stage began.



# Statement of Qualifications

## Qualifications and Experience

The following provide project descriptions for the three (3) most relevant service contracts completed in the last five (5) years. We have included references in this section in addition to later in the proposal. We are happy to provide additional information if desired by the District.

### SAN DIEGO COUNTY WATER AUTHORITY



Reference: Ms. Joni German  
Phone: (858) 522-6705  
Email Address: JGerman@sdcwa.org  
Contract Value: \$918,000

**Agency Profile:** The SDCWA is a regional water wholesale agency responsible for ensuring San Diego County's imported water supplies and providing support for the development of local water infrastructure projects. It is responsible for the construction, operations, and maintenance of large infrastructure projects as well as the operation of customer facing stormwater and water use efficiency programs.

**Description of Services:** Hoch Consulting provided full-service funding opportunity research, grant writing and

grant administration support services to SDCWA between 2016 and 2022, when the agency took some grant support functions in house. Hoch assisted SDCWA in identifying grant opportunities, writing proposals, and administering grant projects. Hoch recently developed all elements of a multi-phased application for the agency's public outreach and water resources program, resulting in an award of \$1.44M from DWR's Integrated Regional Water Management (IRWM) Proposition 1 Round 1 Grant Program, and will be developing the application for the Proposition 1 Round 2 Grant Program, anticipated in early 2022. Hoch actively supported the administration of the following grant projects:

- DWR IRWM Prop 84 Round 3: \$1.3M award
- DWR IRWM Prop 1 Round 1: \$1.4M award
- DWR IRWM Prop 84 Round 4: \$3.8M award







# Statement of Qualifications

## Qualifications and Experience

### CITY OF OCEANSIDE



#### Water Utilities As Needed Contract

Reference: Lindsay Leahy, Water Utilities Director  
Phone: (760) 435- 5913  
Email: LLeahy@oceansideca.org  
As Needed Contract Ceiling: \$1,135,000

#### Citywide/City Manager's Office As Needed Contract

Reference: Michael Gossman, Asst City Manager  
Phone: (760) 435-3057  
Email: Mgossman@oceansideca.org  
As Needed Contract: \$25,000 (amendment pending)

**Agency Profile:** The City of Oceanside, located along the Pacific Ocean in northwestern San Diego County, is a general-law city and operates under the Council/Manager form of government. The city has a population of 172,000, and due in part to its gentle climate, beautiful beaches, and abundant festivals and community events, it boasts a visitor population of 5.4 million annually.

**Description of Services: Water Utilities Department As-Needed Contract:** Since 2019, Hoch Consulting has provided full-service funding opportunity research, proposal writing, award administration, and support services to the City of Oceanside's Water

Utilities Department. This department oversees potable water, wastewater, recycled water, storm water, solid waste, and recycling functions for the city. Hoch actively provides grant writing and administration for multiple funding agencies as the EPA, US Bureau of Reclamation (USBR), DWR, and CalRecycle. Hoch developed the following funding applications to secure funding for the department's numerous operational and capital project initiatives:

- CALRECYCLE - \$4.2M in grant award- biogas energy development project.
- MWD of SoCal Local Resources Program - \$40M in rebate value for development of local water supply.
- DWR IRWM Grant Program - \$3M in grant awards for infrastructure and rebate programs.
- US EPA's WIFIA loan program. - \$140M in low interest loans for construction of potable reuse project.
- USBR WEEG - \$7M in grant awards for water use efficiency projects (AMI, turf replacement, biogas).
- USBR Title XVI WIIN - \$17M in grant awards for development of potable reuse infrastructure.

**Citywide As-Needed Contract:** Hoch also provides as needed grant writing and funding opportunity identification support under a contract with the City Manager's Office. Recent efforts include identification of grant funding for citywide initiatives concerning homelessness, replacement of police department infrastructure, and fire department programmatic needs. In 2022 Hoch wrote a successful grant application which resulting in an award of \$3.5M from the Department of Defense for the construction of a new, expanded fire station headquarters.



# Statement of Qualifications

## Qualifications and Experience

### OTAY WATER DISTRICT



Reference: Lisa Coburn-Boyd - Contract Mgr.  
Phone: (619) 670-2219  
Email Address: [lisa.coburn-boyd@otaywater.gov](mailto:lisa.coburn-boyd@otaywater.gov)  
As Needed Contracts: \$365,000

**Agency Profile:** Otay Water District, located in the southern-most region of San Diego County, provides water, wastewater, and recycled water services to 228,000 retail customers. It is a progressive district that aggressively seeks funding support from a wide array of sources. The district is focused on securing funding for infrastructure projects, fleet electrification, environmental protection, and water conservation.

**Description of Services:** Hoch consulting has been working with Otay since 2021 to identify funding opportunities, including providing a focused needs analysis, as-needed grant funding research, and grant proposal development.

#### Recent Efforts:

- **Grant Writing.** USBR WEEG Application for Advanced Metering Infrastructure and Customer Engagement Portal Implementation - \$300,000 Awarded, 2021
- **Grant Writing.** San Diego Association of Governments. Cycle 10 Environmental Mitigation Grant – Hoch worked with staff and consulting biologist to write two grants for the district: the Species & Habitat Recovery and the Threat Reduction to implement projects located within the district’s environmentally sensitive habitat regions - \$56,000 Awarded, 2022
- **Grant Writing.** Hoch prepared an application packet requesting \$150,000 in grant funding from the State Water Resources Control Board to develop a feasibility study and plan for the expansion of the district’s recycled water distribution system within its services area and into an adjacent water district’s service area. Award pending, 2023.

**Funding Opportunity ID** – In response to the State’s mandate (N-79-20) requiring public agencies to purchase or lease zero emissions vehicles (ZEVs) beginning January 1, 2024, Hoch is working with the district fleet services manager and engineer to identify funding opportunities to mitigate the cost of converting its existing fleet of internal combustion engines to ZEVs. Hoch also identified funding sources for the development of charging infrastructure for its electrified fleets.



# Statement of Qualifications Evidence of California Licensing

## EVIDENCE OF CALIFORNIA LICENSING

We have attached a copy of our California Business Entity Certificate of Status, which confirms that Hoch Consulting has submitted the annual or biennial statement of information and is currently fulfilling its franchise tax obligations with the State. If selected for services by the district, it is our intent to file for a business license with the City of Indio.



### Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

|                           |                                       |
|---------------------------|---------------------------------------|
| <b>Entity Name:</b>       | HOCH CONSULTING, APC                  |
| <b>Entity No.:</b>        | 3553946                               |
| <b>Registration Date:</b> | 03/04/2013                            |
| <b>Entity Type:</b>       | Stock Corporation - CA - Professional |
| <b>Formed In:</b>         | CALIFORNIA                            |
| <b>Status:</b>            | Active                                |

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California this day of May 05, 2023.

**SHIRLEY N. WEBER, PH.D.**  
Secretary of State

**Certificate No.:** 106037924

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at [bizfileOnline.sos.ca.gov](http://bizfileOnline.sos.ca.gov).



# Statement of Qualifications

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## References

### REFERENCES:

Included below are client references for several grant writing contracts. We are happy to provide additional references upon request.

1. City of Oceanside  
Water Utilities  
Lindsay Leahy, Water Utilities Director  
Phone Number: (760) 435- 5913  
Email Address: LLeahy@oceansideca.org
2. City of Oceanside  
Citywide/City Manager's Office  
Michael Gossman, Asst City Manager  
Phone Number: (760) 435-3057  
Email Address: Mgossman@oceansideca.org
3. San Diego County Water Authority  
Ms. Joni German  
Phone Number: (858) 522-6705  
Email Address: JGerman@sdcwa.org
4. San Elijo Joint Powers Authority  
Chris Trees, Engineering Manager  
Phone Number: (760) 623-4212  
Email Address: Treesc@sejpa.org
5. Otay Water District  
Lisa Coburn-Boyd - Contract Mgr.  
Phone Number: (619) 670-2219  
Email Address: lisa.coburn-boyd@otaywater.gov



# Statement of Qualifications

## Subcontractors

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Hoch's funding team is completely in house and because we have a deep bench of staff to draw from, Hoch Consulting will be performing all work associated with this contract and are not proposing the use of subcontractors.



## Proposed Method to Accomplish the Work

### Project Approach

The pursuit of grants has become essential for many forward-thinking agencies, like the District, which are looking to maximize return on investment. Grants and loans are often a critical component in funding important projects, and fortunately there are numerous funding programs available. The challenge for most is understanding where the real opportunities lie, accessing those opportunities in a timely fashion with a good project or program in hand, and strategically developing applications that align with the priorities and criteria set forth by the funding agency.

Hoch Consulting specializes in supporting local agencies in the identification and acquisition of grant funding. We understand the District is interested in partnering with selected consultants to provide as-needed grant writing services - including proposal writing and submittal, and award administration. As this proposal demonstrates, we offer this specialized suite of support services as well as additional value-added services in continuous monitoring and identification of active funding programs for which the District may have strong candidate projects. We are excited to demonstrate our firm's qualifications that set us apart in our ability to assist the district. The following sections provide a discussion of Hoch's proposed approach to providing this full array of funding support, including our strategy to ensure quality products and maintain control over our processes and expected outcomes.

### Task I – Funding Needs Analysis & Grant Funding Research

Hoch will work with District management to assess validity of funding priority areas and identify new priority areas. We will identify federal, state, and local public and private granting agencies and evaluate priority projects for eligible funding opportunities.

The Hoch team brings a broad working knowledge of funding programs that are available to local public organizations from a wide range of agencies at all levels of government. Hoch will work with the District and **prepare a Matrix Table/Report**, which will include a preliminary screening and early evaluation of potential opportunities that position the District to engage quickly in the preparation of applications as funding opportunities are announced.

**We employ a multi-step process when identifying grant opportunities**, which begins by building a summary profile of the District, consisting of such factors as its demographics, socio-economic makeup, geographic features, etc. This is key when initially screening a vast library of funding opportunities. We become familiar with the District's priority projects and funding needs to evaluate them against the funding opportunities. We prepare a matrix-based table, formatted to match the District's projects with potential funding programs based on eligibility and guidelines. The strongest opportunities are prioritized in the matrix table, and this snapshot is regularly reviewed and updated as new opportunities arise.

**We have strong working relationships with numerous funding agencies** and are in the practice of reaching out to gain input regarding future opportunities. We also communicate with agencies to maintain a clear understanding of eligibility criteria, and request guidance on a specific project's potential fit with the funding program (as guidelines and anticipated competitiveness of these programs



## Proposed Method to Accomplish the Work

change with every funding cycle). Finally, we garner information regarding the types of projects that may be favored candidates to receive funding. All of these efforts serve to assist the District in evaluating the likelihood of receiving an award, thus aiding in the decision to invest in the preparation of an application.

Hoch understands the importance of **identifying and evaluating grant opportunities proactively and in a timely fashion** so that our client is positioned to mobilize on a grant writing effort as soon as viable funding opportunities are announced. Funding agencies typically require applicants to abide by tight and strict submittal deadlines. To stay current with funding opportunity announcements, we regularly monitor and subscribe to automated email lists for grant websites with databases such as Grants.gov and the California grants portal. We attend funding fairs to obtain updates on the status of legislation and anticipated funding opportunity announcements. We also directly monitor websites including the State Water Resources Board, US Department of Agriculture, EPA, USBR, DWR, and the California State Coastal Conservancy, and subscribe to email distributions from relevant industry trade organizations.

As funding opportunity announcements are issued, Hoch will evaluate key features of the grant program, such as total funding availability, application submittal deadline, match funding requirements, number of projects expected to be awarded, eligibility requirements, applicant, and project eligibility, scoring rubric, and a sampling of representative projects that were funded in past cycles.

As grantor agencies issue announcements in real time, Hoch utilizes the following **three-step process in screening candidate projects**.

**Step 1: Identify general qualifying criteria.** In this initial step, Hoch will review the Funding Opportunity Announcement (FOA) in depth to evaluate the district status and its eligibility to apply for funding. This process includes a high-level analysis to identify the general suitability of a funding opportunity for a specific project. Typical disqualifying factors identified during this phase include being an ineligible type of agency or a project funding schedule that does not align with the funding program's schedule. Other specifics are screened as well, including minimum funding award floors and maximum cost share requirements.

**Step 2: Review project objectives against funding program criteria.** This step includes a close review of the funding program's eligibility criteria. A project which proceeds to this step will be closely vetted to assess its strength and suitability against established priorities of the funding program. FOAs often assign points (weights) to each criterium, so Hoch will evaluate the extent to which the project's objectives align with the criteria and the overall FOA, anticipate how the project might score, and anticipate whether the score is likely to result in a funding award. This step can provide a sense of the application's general level of competitiveness. If the District happens to have several projects which meet eligibility criteria, Step 2 often helps crystallize the project with the best opportunity to win funding.

**Step 3: Identify potential added value.** In this step, we explore and discuss with District staff the potential to build in modifications to a project resulting in the submittal of a more competitive application. Making slight adjustments to a project scope or suggesting the addition of a partnering agency are examples of how applications may be strategically adjusted to significantly improve its score and therefore its competitive ranking amongst the pool of applicants.



## Proposed Method to Accomplish the Work

### Task II – On Call Grant Research

In addition to the scope of services that Hoch will provide as defined in Task I, we will also provide on call grant research services which will provide assurances to the District that new funding opportunities that complement existing and new priority projects are identified and evaluated as they come available throughout the life of the contract.

### Task III - Funding Application Preparation and Submittal

Hoch understands that the District is interested in a task-based approach to application development. Once we have identified and matched a funding opportunity to a District project which has a high likelihood of success, we will seek concurrence from District staff to develop a time and materials budget, specifically tailored to the work effort associated with the funding opportunity. We will break down the project into specific tasks, assign them to team members and provide a not to exceed cost for each grant writing effort. Once we receive a notice to proceed, Ms. Burr, Ms. Stephens and Ms. Dale will work with the District's contact to begin the systematic process to develop a schedule and a comprehensive approach to prepare the application package and ensure an efficient preparation and submittal process.

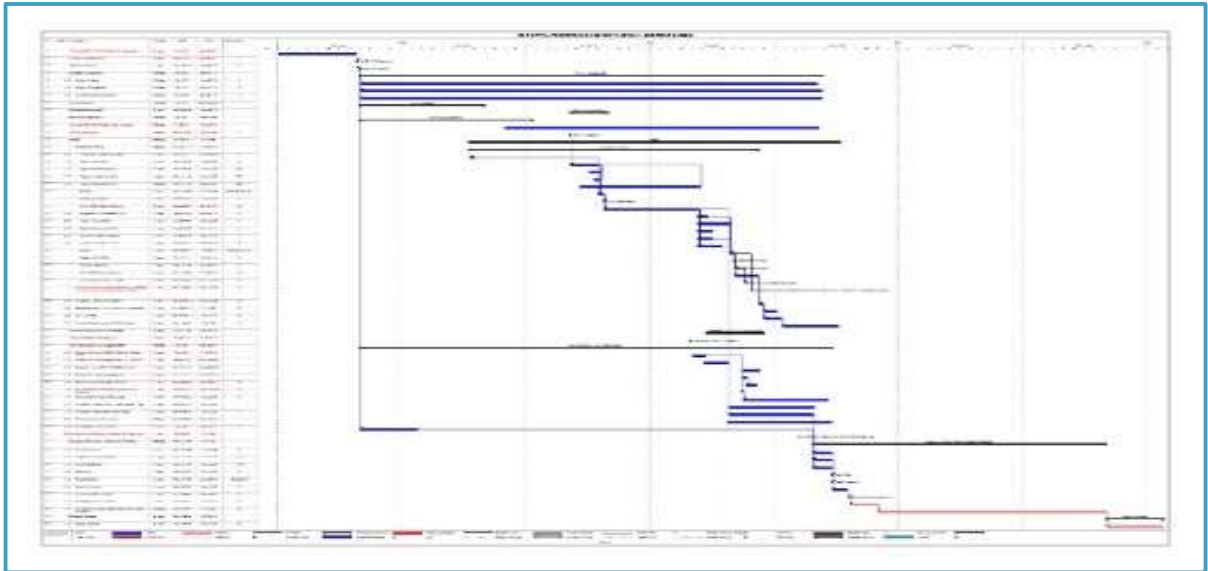
Hoch has a strong understanding of the general design, organization, structure, and requirements relevant to many funding programs, which allows us to quickly adapt our processes to a specific opportunity. In general, Hoch's methodology to develop an application starts by creating a schedule and laying out all milestones and components necessary to complete the effort on time, allowing for the appropriate oversight and input from our client. Preparation and submittal of a superior application that is responsive to the evaluation criteria requirements set forth by the funding agency is paramount. General steps in our process include the following:

- ✓ **Schedule Development** – Hoch will develop a detailed schedule with key milestones and check-ins (driven by the submittal deadline) that builds in time for the district to review, provide input, and issue final approvals and signatures prior to submittal. This schedule is constantly monitored to ensure progress is made accordingly, with corrective measures taken and communicated quickly, should delays occur. We utilize MS Project and Excel as tools to develop the schedule, and we typically utilize a file sharing resource such as SharePoint or DropBox with our clients to streamline and organize the review process and information exchanges. This approach allows us to reliably manage the development of the application as well as any other competing timelines and deadline-driven deliverables that the effort may entail.
- ✓ **Data Request** – We will develop project specific application checklists, request data from District staff and provide proactive and early identification of critical documents that may be time sensitive, including board resolutions, letters of support, and other required documentation.





## Proposed Method to Accomplish the Work



*Hoch uses excel or Microsoft Project scheduling to manage the grant application development and review processes to meet the issuing agency's strict and unforgiving deadlines.*

- ✓ **Kick-Off Meeting** – We will host an initial meeting to discuss the application schedule, identify team member roles and responsibilities, and review data requests. Most critically, we will clarify the project's scope of work, budget, and schedule. We will also engage in a strategic discussion regarding how to effectively address and align with the funding program's scoring criteria and vet a technical narrative that best responds to the funding opportunity's evaluation criteria.
- ✓ **Funding Application Preparation** – Our team will develop the narrative, exhibits, budget, schedules, workplans and other required components of the grant application. Hoch's internal quality assurance/quality control process includes iterative internal reviews of the funding application prior to issuance of draft and final package to the district. The project schedule builds in time for the QA/QC process to allow for final internal reviews as well as District review to ensure that a high-quality, responsive, and competitive application is submitted prior to its due date.
- ✓ **Funding Application Submittal**  
Finally, we are available to submit the application on behalf of the District or can support its designated staff person that will submit, per funding agency requirements. Log-in or access requirements are identified early in the process and coordinated to ensure the flawless submittal of a high-quality application by the specified due date.

**Our efforts have garnered over \$80 million in grant awards, \$140 million in low-interest loans, and \$134 million in pending grant applications for our clients in Southern California over the last five years.**



## Proposed Method to Accomplish the Work

This proven process has enabled the Hoch team to produce high-scoring funding applications issued by the following relevant agencies:

- ✓ Department of Defense
- ✓ U.S. Bureau of Reclamation
- ✓ California Department of Water Resources
- ✓ Metropolitan Water District of Southern California
- ✓ U.S. Environmental Protection Agency
- ✓ California Office of Emergency Services

### Task IV Quarterly Calls & Monthly Reports

Hoch proposes that quarterly (or other regularly occurring) calls be held with VSD's contract manager and other key members of the organization. These calls will be an opportunity for Hoch to inform the District of upcoming funding opportunities, to evaluate the eligibility of priority projects. It will provide a platform for the District to inform Hoch of new or changing funding priorities, and an opportunity to provide relevant updates. To ensure productive meetings and follow up efforts, Hoch will send a proposed meeting agenda in advance and will provide a brief set of post meeting notes and updated "work effort tracker" to all participants. Hoch will also provide monthly reports to the District summarizing our time expended and summarizing work efforts for the previous month.

### Task V Optional Post-Award Administration

Once a client receives a funding award, the Hoch team is well-equipped to assist in efforts leading to the execution of the funding agreement and then administering the award. We ensure the project is compliant with the terms of contractual requirements to receive all stipulated funds. Our internal QA/QC protocols are applied in all related efforts, which include Hoch's final review, and the District's final review and approval of all submittals. A well-managed project ensures that our client remains in good standing with funding agencies - a pivotal factor often considered in determining future awards. Administrative functions that the Hoch team is prepared to provide include:

- Funding agency coordination and contract management
- Funding tracking tool development and maintenance over the life of funding agreement
- Budget and schedule tracking
- Matching and fund tracking
- Compliance monitoring
- Comprehensive report, invoice, and deliverable preparation/coordination/submission
- Project closeout and post-project reporting.

The Hoch team works closely with clients to receive relevant expenditure documentation needed to submit a grant invoice. We also systematically maintain all project documentation and files throughout the life of the grant and upload/share all key documents with the client.



## Proposed Method to Accomplish the Work

We have administered grants for clients from a wide array of funding agencies, including the following:



- Department of Defense
- U.S. Bureau of Reclamation
- Department of Water Resources
- U.S. Environmental Protection Agency – WIFIA program
- Metropolitan Water District of Southern California
- Governor's Office of Emergency Services

Hoch staff will work primarily at our Oceanside headquarters or the virtual work environment; we frequently conduct meetings via TEAMS or can also meet in person at the district offices.



# Proposed Method to Accomplish the Work

## Scope of Work

Hoch proposes the following scope of work, timelines, and deliverable(s) for the provision of grants tracking and acquisition services.

### Task I – Funding Needs Analysis & Grant Funding Research

#### **Preliminary Report, Funding Opportunity Summary and Ongoing Monitoring**

Hoch will create a summary profile consisting of such factors as its demographics, socio-economic makeup, geographic features, to better inform Hoch on pairing projects with funding opportunities. Hoch will incorporate the list of projects in the RFP and confer with District staff to update all projects seeking funding within the VSD service area and provide initial funding matches. To ensure all relevant information is submitted, Hoch will create a template “Priority Project List” form for VSD staff to complete. From that list, and additional communications with agency contacts as needed, Hoch will create a Preliminary Results Matrix Table/Report that matches potential funding opportunities to each identified project. This report will be a road map to identify strong funding opportunities for priority projects and understand critical path details that will allow the team to conduct further evaluation of the opportunity and position to prepare the grant application packet in a timely manner, when Funding Opportunity Announcements (FOAs) are released from granting agencies. Hoch will check in with grant administrators as needed to ensure a thorough understanding of grant requirements and proper fit with district projects.

Hoch will gather comments from District staff, create meeting minutes and conduct a phone conference with District staff to narrow the preliminary results matrix table to include up to five (5) projects for more detailed scrutiny against funding opportunities. The Final Results Matrix Table/Report will provide key information useful for planning upcoming opportunities, including funding program name and agency, key dates/deadlines, funding type (grant, loan, or incentive), project eligibility requirements, funding available, cost share required, estimated level of effort to provide a compelling application as well as estimated reporting requirements. Hoch will incorporate District comments into the final report, which will be completed within 8 weeks of notice to proceed from the District.

*Deliverables: Template funding list form. Preliminary Matrix Table/Report of grant funding opportunities and projects. Detailed summary table of funding opportunities for five (5) projects (Final Results Matrix Table/Report) which will include charts/schedules for application development.*

### Task II – On-Call Grant Research and Task IV – Quarterly Call & Monthly Reports

#### **Funding Opportunity Monitoring**

Hoch will provide ongoing review of funding of upcoming opportunities. Under this task, Hoch will provide services on a monthly retainer basis for a period of 12-months, which includes monitoring of future funding opportunities, quarterly calls with District staff to remain current with priority projects and calls on an as needed basis to provide updates and alerts as opportunities are announced and positioning for grant writing efforts. This support can be customized to meet our clients’ need to stay current on future opportunities on an ongoing basis.

*Deliverable: Minutes of quarterly meetings. As-needed email communications of new funding programs. Monthly reports (11) describing activities undertaken during the previous month.*



# Proposed Method to Accomplish the Work

## Scope of Work

### Task III – Funding Application Preparation and Submittal

#### Proposal Development and Grant Writing

Hoch anticipates that grant writing work will be completed on a Task Order basis. Based on our preliminary review of the district's CIP and publicly available materials, our cost proposal assumes amounts to write the following applications and associated materials, which we believe match well with planned programs and projects: one (1) Cal Recycle or USBR Water and Energy Efficiency (WEEG) grant application, one (1) Water Infrastructure Finance and Innovation Act (WIFIA) Letter of Interest (LOI) and loan application, one (1) USBR Drought Resiliency Grant application, and one (1) USBR Feasibility Study. For the USBR Feasibility Study, Hoch proposes to incorporate relevant Water Recycling Funding Planning Study content into the required Title XVI Feasibility Study format, liaise with Bureau and district staff, and facilitate the study's review and approval process. The Bureau of Reclamation sponsors the Title XVI program, providing funding for implementation of water reuse projects in 17 western states, including California. The programs are administered by the Bureau of Reclamation within the U.S. Department of the Interior and eligible projects can apply for up to \$30 Million in construction funding (or 25% of project costs, whichever is lower). Projects must "pre-qualify" to apply for the Title XVI construction/implementation program by submitting a Feasibility Study in the Bureau of Reclamation format. Once the study is approved by the Bureau, it is forwarded to Congress for authorization as an eligible project. The Bureau of Reclamation federal programs are an excellent complement to state grant and loan programs. Hoch will coordinate all aspects of the Feasibility Study with BoR staff to ensure approval by Congress. Cost proposals for Task III are for budgeting only and a more detailed letter proposal will be developed once a Notice of Funding Opportunity (NOFO) is released by the granting agency.

At the direction of District staff, Hoch will prepare funding proposals for projects that are well matched to funding opportunities. Ideally, funding proposals will be completed and approved in advance of a Funding Opportunity Announcement (FOA) being released from granting agencies to allow Hoch staff the greatest lead time available to complete the application. Once a Task Order is approved, Hoch will create a schedule to ensure important milestones are met, which ultimately leads to application submittal by the grant deadline. Hoch will work cooperatively with District staff to ensure adequate project understanding so that an application is written which incorporates the technical requirements of the FOA as well as provides a compelling story regarding the project and the financial needs of the district. As needed, Hoch will seek input from grant administrators to ensure understanding of grant requirements and fit to VSD project(s). Hoch will oversee the application process and collaborate with District staff as needed. If desired, Hoch will author and coordinate letters of support as well as Board resolutions, as may be needed per the FOA.

*Deliverable: Letter Proposal for each FOA. Electronic and hard copy of each grant application.*

#### Optional Task

##### Post Award Administration

After an award is made, Hoch Consulting will be responsible for preparing all required progress reports, financial reports, and reimbursement packets to maintain a positive relationship with the awarding agency, comply with grant terms, and secure grant funding. Our proposal assumes reporting for one SRF loan for one year and the WRFPP grant for one year.

*Deliverable: Four (4) progress reports and two (2) Financial Reports/Draws.*



## Certification of Proposal

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“The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to VSD in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.”

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Adam Hoch, President/Principal Engineer

**We have also read and agree to all Terms and Conditions**

**XX Yes**

No

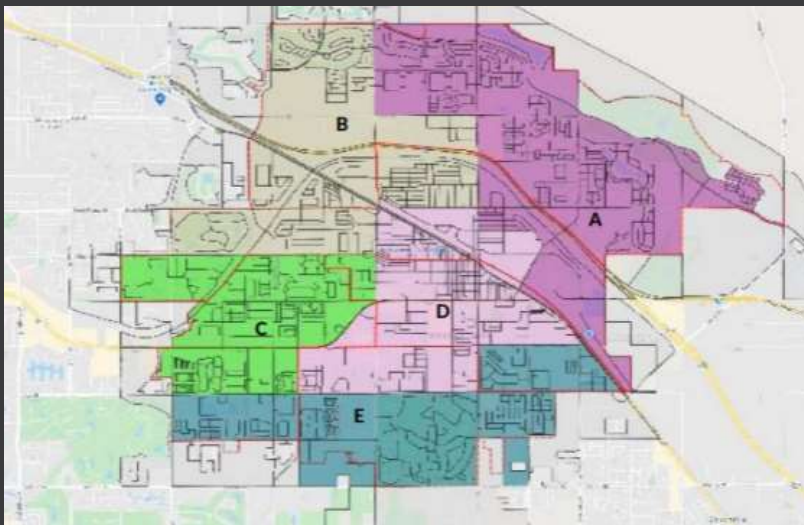
# Fee Proposal

## Grant Writing Services

RFP NO. 2023-RFP-009



VALLEY SANITARY DISTRICT  
45500 VAN BUREN STREET  
INDIO, CA 92201



SEPTEMBER 14, 2023

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**Hoch Consulting**





# Fee Proposal

| Work Scope   | Dir. Water Resources | Dir. of Engineering | Principal PM | Sr. Engineer | Sr. Water Rsc. Specialist | Water Rsc Specialist | Staff Engineer | Total Hours | Total T & M Cost Estimate |
|--|----------------------|---------------------|--------------|--------------|---------------------------|----------------------|----------------|-------------|---------------------------|
|  | C Dale               | A Hoch              | K Burr       | A Robachonek | S Davis                   | S Stephans           | L Bagnol       |             |                           |
|  | \$240                | \$235               | \$235        | \$205        | \$190                     | \$170                | \$135          |             |                           |
| <b>Task I: Funding Needs Analysis &amp; Grant Funding Research</b>   | <b>60</b>            | <b>0</b>            | <b>24</b>    | <b>0</b>     | <b>10</b>                 | <b>58</b>            | <b>28</b>      | <b>180</b>  | <b>\$35,580</b>           |
| Work with the District management to assess the validity of current funding priority areas and identify new priority areas for Funding; Review with District staff all current and future CIP projects; Prioritize projects based on timing and District needs. Evaluate funding opportunities based on the prioritization list; Develop a timeline for application submittal based on normal State and Federal funding schedules; Identify a list of requirements for each project to determine the "shovel readiness" of each project, which would best position the District for a successful award |                      |                     |              |              |                           |                      |                |             |                           |
| Conduct research to identify grant resources and organizations that support the District's funding needs and priorities in the following general areas included but not limited to: Recycled Water; Drought Response Programs; Infrastructure Development and Maintenance; GIS Geographic Information System; Planning; Youth Engagement, Education, and Employment  |                      |                     |              |              |                           |                      |                |             |                           |
| <b>Task II: On-Call Grant Research</b>   | <b>20</b>            | <b>0</b>            | <b>10</b>    | <b>0</b>     | <b>0</b>                  | <b>40</b>            | <b>30</b>      | <b>100</b>  | <b>\$18,000</b>           |
| In addition to the areas defined in Task I, identify other areas through the funding needs analysis process and throughout the duration of the contract.   |                      |                     |              |              |                           |                      |                |             |                           |
| <b>Task III: Funding Application Preparation and Submittal</b>   | <b>135</b>           | <b>45</b>           | <b>33</b>    | <b>110</b>   | <b>200</b>                | <b>280</b>           | <b>90</b>      | <b>893</b>  | <b>\$171,030</b>          |
| Provide grant proposal writing services associated with the completion of grant applications on behalf of the District, including the preparation of funding abstracts, production, and submittal of applications to funding sources. The following grants are used to provide estimated budgets for grant writing services:   |                      |                     |              |              |                           |                      |                |             |                           |
| 1. Cal Recycle Grant or USBR WEEG for Bio Solids energy  | 30                   | 20                  |              | 40           | 40                        | 50                   | 25             | 205         | \$39,575                  |
| 2. WIFIA Loan - LOI and Full Application (does not include environmental or bond rating scope)   | 35                   | 15                  | 25           | 40           | 40                        | 70                   | 40             | 265         | \$50,900                  |
| 3. USBR Drought Resiliency Grant   | 20                   |                     | 8            |              | 40                        | 80                   |                | 148         | \$27,880                  |
| 4. USBR Feasibility Study - Develop report to WTR-11-01 standards as required to qualify for Title XVI Construction Grant Funding (does not include environmental)   | 50                   | 10                  |              | 30           | 80                        | 80                   | 25             | 275         | \$52,675                  |
| <b>Task IV: Quarterly Calls &amp; Monthly Reports</b>  | <b>16</b>            | <b>0</b>            | <b>20</b>    | <b>0</b>     | <b>0</b>                  | <b>52</b>            | <b>0</b>       | <b>88</b>   | <b>\$17,380</b>           |
| The successful consultant shall submit 11 monthly reports to the District summarizing the time expended and describing activities undertaken during the previous month.  | 0                    |                     | 4            |              |                           | 20                   |                | 24          |                           |
| 4 quarterly calls with agendas, follow up notes and updated work effort tracker.   | 16                   |                     | 16           |              |                           | 32                   |                | 64          |                           |
| <b>Task V: Optional Task Post Award Administration</b>   | <b>0</b>             | <b>0</b>            | <b>10</b>    | <b>0</b>     | <b>35</b>                 | <b>50</b>            | <b>20</b>      | <b>115</b>  | <b>\$20,200</b>           |
| Provide Grant Reporting and administrative support for one year for:   |                      |                     |              |              |                           |                      |                |             |                           |
| 1. SRF Loan Reporting for one year - 4 progress reports and 2 Financial Reports/Draws; 2. WRFPP Grant Reporting for one year - one final report and grant reimbursement request packet   |                      |                     |              |              |                           |                      |                |             |                           |
| <b>Travel Costs</b>  |                      |                     |              |              |                           |                      |                |             | <b>\$990</b>              |
| Up to 3 in person meetings per year with 2 Hoch team members at District Offices - da  | \$165                |                     |              |              |                           |                      |                |             |                           |
| <b>TOTAL:</b>  | <b>231</b>           | <b>45</b>           | <b>97</b>    | <b>110</b>   | <b>245</b>                | <b>480</b>           | <b>168</b>     | <b>1376</b> | <b>\$263,180</b>          |

Note: Proposal includes the anticipated work distribution amongst Hoch staff. Actual allocation of work to staff may differ but will not exceed the approved budget. Hoch strives to utilize the most economical staffing combination to deliver high quality products for our client.





## Fee Proposal

The cost/pricing information provided above is presented in the requested format of the RFP. Hoch proposes to work on a time and materials basis, accruing only expenses associated with the time and materials actually spent on scope-related efforts. Work completed by classification may vary in practice from what is presented in this table. As discussed in the RFP, we have submitted cost proposals for various funding initiatives, and we expect that after completing Task 1, which involves analyzing funding needs and researching grant funding, we may discover additional funding opportunities that align with district priorities and are well-suited to district needs, in addition to the ones already accounted for in Task 3. Hoch Consulting has carefully chosen and priced the cost of applying for multiple grants that we believe would be of interest to Valley Sanitary. These grants align with the projects outlined in the Capital Improvement Plan, specifically those related to recycled water, Drought Response, and biosolids. Hoch Consulting plans to offer a cost estimate for any additional opportunities that are identified, using the hourly rates mentioned in this proposal, if the district wishes to pursue them. Our cost estimate for the USBR Feasibility Study does not include costs associated with NEPA or CEQA environmental work.



October 20, 2023

Jason Dafforn  
General Manager  
Valley Sanitary District  
45500 Van Buren St.  
Indio, CA 92201

Subject: Scope of Work for Grant Writing Services

Dear Mr. Daffron:

Carollo is delighted to be assisting Valley Sanitary District (VSD/District) with its grant writing needs. We are excited about the possibilities of finding grants and low-interest loans to help VSD and its rate payers complete the essential projects the community needs to ensure a healthy environment and sustainable water supply for all.

Please see below for our proposed Scope of Work.

#### Task 1: Project Kick-off Meeting

Carollo will lead a project initiation meeting with VSD staff (including the grants, finance, engineering and other departments) as identified by the District.

The intent of the kick-off meeting is to gain a better understanding of the District's project priorities, discuss agency concerns or restrictions, and delineate proposed next steps including schedule. Topics to be discussed include: 1) the District's CIP to confirm projects to be included in the funding search, 2) confirmation of project understanding for each, 3) discussion of how projects address common grant and loan priorities 4) identification of typical documentation needs for grants and loans, and 5) identification of key milestone dates and task assignments.

#### Deliverables

- Meeting agenda and presentation files (via electronic delivery).

#### Task 2: CIP Review and Project Verification

Carollo will review the District's published CIP and long-term project list to gain an understanding of the projects VSD seeks to construct, including project type, project costs, and anticipated timing, to identify those projects that have the highest competitiveness for funding award and for which a funding search will be conducted (See Task 3). Because the grants landscape is fluid, Carollo will focus on projects set to

begin in the next five to seven years to maximize current funding opportunities. It is assumed that 10 projects will be prioritized; however, funding opportunities will be flagged for all water projects included in the District's CIP/long-term plan.

#### Deliverables

- Summary list of prioritized CIP Projects (via electronic delivery).
- Meeting agenda (via electronic delivery).

#### Task 3: Funding Strategy Development

Carollo will identify potential federal and state funding opportunities based on the priority list of projects identified in Task 2. Carollo will research and compile a list of potential state and federal funding opportunities (including federal [EPA, Bureau of Reclamation, FEMA, HUD, DOE, EDA] and state [State Water Resources Control Board, Department of Water Resources, California Energy Commission, etc.]) and will identify potential opportunities through the Bipartisan Infrastructure Law/Infrastructure Investment and Jobs Act (BIL/IJA) and Inflation Reduction Act (IRA). The results will be documented in a Funding Matrix which will include details such as funding agency, program, description of funding program eligibility, requirements and limitations, total funding provided, documentation requirements, timing, relevance to the project, and "next steps".

Carollo will develop a Strategic Funding Plan summarizing the approach to the identification, CIP projects evaluated, and the funding opportunities identified/considered. The memo will include the funding summary matrix and a mapping of these opportunities to the identified Projects.

Findings of the funding search will be presented to VSD in a meeting (MS Teams format). Carollo will update the funding matrix and Strategic Funding Plan based on review input from the District and discussions from the meeting.

#### Deliverables

- Draft Strategic Funding Plan (with matrix) documenting applicable federal and state programs (via electronic delivery).
- Final Strategic Funding Plan (with matrix) documenting applicable federal and state programs (via electronic delivery).
- Meeting agenda (via electronic delivery).

#### Task 4: On-call Grant Research

Carollo will monitor state and federal funding opportunities for grants and low interest loans for which upcoming District projects may be eligible and will notify District staff as they become available. As opportunities are identified, Carollo will contact the issuing agency to better understand the funding

opportunity requirements and District project eligibility, as requested. This scope assumes that Carollo will monitor funding opportunities over the course of one year.

Carollo will assist with other grant activities, including but not limited to confirming federal and state funding compliance as well as BIL compliance requirements and review of front-end documents (developed by others) for compliance with program requirements. Carollo will prepare a separate scoping package for these services if desired.

#### Deliverables

- Alerts of funding opportunities and/or changes to current programs (via electronic delivery).

#### Task 5: Develop Grant and Low Interest Loan Applications

This task will entail the development of grant and low interest loan applications as identified in Task 3. Possible funding applications include:

##### a. Develop SRF Application Package

If requested, Carollo will prepare a State of California State Revolving Fund (SRF) application. Tasks include the development and submittal of the General, Technical, Environmental and Financial Packages as required for the program. As the SRF program is oversubscribed, the key to success with the application process will be to ensure that the appropriate documents are ready for submittal with the application (at the correct level of development and appropriately scheduled). Carollo will coordinate with the District to communicate deadlines for various application requirements, overall documentation needs, and tips for increasing project competitiveness within the program. Carollo will develop the Draft and Final SRF Application packages for District review, submit the final package to the SWRCB Financial Assistance Application Submittal Tool (FAAST) portal, support the District with discussions with the SWRCB regarding the application submittal, and help resolve open questions.

Carollo will utilize information provided by the District, its consultants, and/or existing project documents. It is assumed that the District or its consultants will provide all necessary project information required for the SRF application (design reports, design criteria, general design information, project alternatives considered and associated life cycle costs, environmental documentation, and financials and will help facilitate Board of Directors approvals). Carollo will work closely with VSD's design team, environmental consultant, and finance department to identify and obtain necessary project information required for the SRF application package.

##### b. Develop USBR Drought Response Program Grant

If requested, Carollo will prepare a U.S. Bureau of Reclamation WaterSMART Drought Response Program: Drought Resiliency Projects grant application. Carollo will thoroughly review the Notice of

Funding Opportunity as it relates to the selected VSD project and flag any potential issues to discuss with VSD staff. Carollo will complete the technical proposal and criteria section, currently limited to a maximum of 25 pages by the USBR submission guidelines. Sections will include:

- Title Page.
- Table of Contents.
- Executive Summary.
- Project Location.
- Project Description.
- Performance Measures.
- Evaluation Criteria.
- Project Budget and Budget Detail Attachment Form.

It is assumed that VSD will provide mandatory federal forms, resolutions, information about environmental and cultural resources compliance and permits along with other documents needed to complete the technical proposal. Carollo will assist VSD in securing letters of support. Carollo will provide VSD with a complete application for upload to Grants.gov.

c. Develop IBank loan application

If a low-interest loan through California Infrastructure and Economic Development Bank (IBank) is chosen as an appropriate project funding mechanism in Task 3, Carollo will work with VSD to prepare an IBank Infrastructure State Revolving Fund (ISRF) loan application. Tasks include facilitating initial meetings with IBank loan officials and the District and preparing submission of preliminary review documents, including project description, audited financial statements, rate studies, current and forecasted District budget, existing loan/obligation agreements, project timeline and benefits, and other information requested by the loan officer. Carollo will employ documents provided by the District to complete the preliminary review submission, and will swiftly respond to requests from loan officers for additional information and clarification on submitted information. Upon conclusion of the preliminary review by loan officers, Carollo will coordinate with VSD staff to complete the following sections of the ISRF application:

- Applicant Information.
- Financing Requested.
- Project Information.
- Financial Information.
- Loan Proceeds.
- Legal Information.
- Application Checklist.

Carollo will submit the application, respond to loan officers' questions and ensure loan processing is progressing according to established deadlines. Carollo will assist the District in preparing documents such as authorizing resolutions for approval by the District's Board of Directors.

Deliverables

- Draft and Final grant and/or loan application (via electronic delivery).
- Application Development Schedule (via electronic delivery).
- Meeting(s) agenda, presentation (if needed) and minutes (via electronic delivery).

Task 6: Project Management

Carollo will provide overall management and administration for the project including project resourcing, oversight of project budget, submittal of monthly invoices, and development and maintenance of a project schedule.

This task includes recurring progress meetings to review project status, intermediate grant and/or loan applications or deliverables, and discussion of various project-related issues with the project team. Preparation for the meetings includes developing meeting agenda, presentation materials and handouts, and minutes which summarize discussion items, decisions, and action items from each meeting. A total of eleven (11) meetings are anticipated with the District. This scope assumes a project duration of twelve (12) months.

Deliverables

- Monthly Progress Meetings (via electronic delivery).

Again, we would like to thank you for the opportunity to work with VSD on its projects. Please feel free to reach out to us at any time with questions or clarifications.


Sincerely,

Carollo Engineers, Inc.



Katie Menzer

Grants Manager/Senior Grants Analyst



Jeff Weishaar, PE

Project Manager/Vice President

**FEE PROPOSAL**  
**Valley Sanitary District**  
**Grant Writing Services**

October 20, 2023

| Funding Support   | Carollo Labor   |                |                |              |                     |             |                 |
|---|-----------------|----------------|----------------|--------------|---------------------|-------------|-----------------|
|   | Project Manager | Grants Manager | Grants Analyst | Graphics     | Document Processing | Total Hours | Labor Cost      |
| <b>Hourly Rate</b>  | <b>\$303</b>    | <b>\$185</b>   | <b>\$140</b>   | <b>\$185</b> | <b>\$147</b>        |             |                 |
| 1 <b>Project Kick-off Meeting</b>                         | 2               | 4              | 6              |              |                     | 12          | \$2,186         |
| 2 <b>CIP Review and Project Verification</b>              | 2               | 20             | 20             |              |                     | 42          | \$7,106         |
| 3 <b>Funding Strategy Development</b>                     |                 | 40             | 40             |              | 4                   | 84          | \$13,588        |
| 4 <b>On-call Grant Research</b>                           |                 | 24             | 56             |              |                     | 80          | \$12,280        |
| 5 <b>Develop Grant and Low Interest Loan Applications</b> | 24              | 48             | 62             | 10           | 10                  | 154         | \$28,152        |
| 6 <b>Project Management</b>                               |                 | 32             | 32             |              |                     | 64          | \$10,400        |
| <b>Project Subtotals</b>                                  | <b>24</b>       | <b>144</b>     | <b>190</b>     | <b>10</b>    | <b>14</b>           | <b>382</b>  | <b>\$64,420</b> |

Legend:

PECE Project Equipment Communication Expense

| Other Direct Costs (ODC) |            |            |            |                | Total Cost      |
|--------------------------|------------|------------|------------|----------------|-----------------|
| PECE                     | Printing   | Mileage    |            | Total ODC Cost |                 |
|                          |            | Trips      | Amount     |                |                 |
| \$168                    | \$0        | \$0        | \$0        | \$168          | \$2,400         |
| \$588                    | \$0        | \$0        | \$0        | \$588          | \$7,700         |
| \$1,176                  | \$0        | \$0        | \$0        | \$1,176        | \$14,800        |
| \$1,120                  | \$0        | \$0        | \$0        | \$1,120        | \$13,400        |
| \$2,156                  | \$0        | \$0        | \$0        | \$2,156        | \$30,300        |
| \$896                    | \$0        | \$0        | \$0        | \$896          | \$11,300        |
| <b>\$5,348</b>           | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,348</b> | <b>\$79,900</b> |

ODC Unit Costs:

PECE (\$/hr): \$14.00  
Mileage (\$/mi): \$0.575  
Miles per Roundtrip:





**Valley Sanitary District**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** JASON DAFFORN, GENERAL MANAGER  
**SUBJECT:** AUTHORIZE SPECIFIC DIRECTORS TO ATTEND THE CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) 2024 WASHINGTON DC POLICY FORUM AND REIMBURSE RELATED EXPENSES

---

**Suggested Action**

Discussion

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

The estimated cost for attending this event is \$4,700 per director, which includes travel and related expenses and three (3) days of service.

**Environmental Review**

This item does not qualify as a project defined by the California Environmental Quality Act (CEQA).

**Background**

The California Association of Sanitation Agencies (CASA) represents more than 125 local public agencies engaged in the collection, treatment, and recycling of wastewater and biosolids to protect public health and the environment. Their mission is to provide trusted information and advocacy for California clean water agencies and to be a leader in sustainability and utilization of renewable resources.

Each year, CASA holds a policy forum in Washington, D.C., to discuss and advocate for wastewater-related issues. The forum will take place February 26- 27, 2024.

**Recommendation**

Discuss specific directors to attend the CASA 2024 Washington DC Policy Forum and the reimbursement of related expenses.



**Valley Sanitary District**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** JASON DAFFORN, GENERAL MANAGER  
**SUBJECT:** AUTHORIZE SPECIFIC DIRECTORS TO ATTEND THE CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) 2024 WINTER CONFERENCE IN PALM SPRINGS, CA AND REIMBURSE RELATED EXPENSES

---

**Suggested Action**

Discussion

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

The estimated cost for attending this event is \$1,995 per director, which includes travel and related expenses and three (3) days of service.

**Environmental Review**

This item does not qualify as a project defined by the California Environmental Quality Act (CEQA).

**Background**

The California Association of Sanitation Agencies (CASA) represents more than 125 local public agencies engaged in the collection, treatment, and recycling of wastewater and biosolids to protect public health and the environment. Their mission is to provide trusted information and advocacy for California clean water agencies and to be a leader in sustainability and utilization of renewable resources.

This year's event will take place January 24-26, 2024, at the downtown Palm Springs Hilton. The conference will include presentations focused on infrastructure finance, innovative permitting approaches, and the circular water economy.

### **Recommendation**

Discuss specific Directors to attend the CASA 2024 Winter Conference and the reimbursement of related expenses.



**Valley Sanitary District**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** Jason Dafforn, General Manager  
**SUBJECT:** CANCEL THE REGULAR BOARD MEETING ON TUESDAY, DECEMBER 26, 2023, DUE TO ITS PROXIMITY TO THE DISTRICT-OBSERVED HOLIDAY

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

There is no fiscal impact from this report.

**Environmental Review**

This item does not qualify as a project defined by the California Environmental Quality Act (CEQA).

**Background**

Regular Board meetings are scheduled for the second and fourth Tuesdays of each month. In December, the fourth Tuesday is after a four-day weekend due to Christmas Eve (observed December 22) and Christmas Day (observed December 25).

Key staff and directors may choose to travel for this holiday, which can affect attendance at the meeting. In addition, key staff have scheduled time off in addition to the observed holidays, which

makes it challenging to prepare the staff reports and required documents for the agenda packet in compliance with the Brown Act.

By canceling the meeting, everyone can take full advantage of the holiday week to prepare for, travel, and be with family for the holiday.

**Recommendation**

Cancel the Regular Board of Directors regular Board Meeting on Tuesday, December 26, 2023, due to its proximity to the District-observed holidays.



## Valley Sanitary District

**DATE:** November 14, 2023

**TO:** Board of Directors

**FROM:** Ron Buchwald, District Engineer

**SUBJECT:** APPROVE CHANGE ORDER NO.'S 2 -5 FOR THE INDIO DOWNTOWN DISTRICT SEWER IMPROVEMENT PROJECT FOR A NOT TO EXCEED COST OF \$73,785.94 AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE CHANGE ORDERS

---

### Suggested Action

Action

### Strategic Plan Compliance

GOAL 3: Excellent Facilities

### Fiscal Impact

The fiscal impact of these change orders is \$73,785.94. The total construction cost for the project is \$2,391,651.94.

### Environmental Review

This project has already been part of the CEQA process. No further action is required.

### Background

The Indio Downtown District Sewer Improvement Project is nearing completion. All major sewer improvements have been completed. We are waiting to complete a small water main replacement and final paving. The work took longer than expected but overall the project is considered a success.

There were five changes orders required and they are described as follows:

Change Order No. 1 (total cost \$3,678.00) approved on August 8, 2023, adjusted the number and location of manholes to be coated or removed manholes that were already coated.

Change Order No. 2 (total cost \$35,250.00) was created to add asphalt slurry seal to the contract.

Standard City Detail 172 requires full driving lanes to receive a grind and overlaid. We did not realize that this also applied to alley ways. District staff negotiated with the City to instead slurry seal the entire alley ways (two alleys in total) at a reduced price as compared to the grind and overlay.

Change Order No. 3 (total cost \$18,629.70) was for a relocation of a sewer manhole and additional excavation needed to relocate the manhole.

Change Order No. 4 (total cost \$2,275.00) is for additional asphalt needed for the area behind Indio Motor Machine Shop.

Change Order No. 5 (total cost \$13,953.24) is for delays caused by interfering utilities that were not shown on the plans.

The total cost of all five change orders is \$73,785.94.

**Recommendation**

It is recommended that the Board of Directors approve Change Orders 2- 5 and authorize the General Manager to execute.

**Attachments**

[Change Order No 1 - Signed 8-8-23.pdf](#)

[Change Order No 2.docx](#)

[Change Order No 3.docx](#)

[Change Order No 4.docx](#)

[Change Order No 5.docx](#)





## CHANGE ORDER

OWNER:  
CONTRACTOR:  
PROJECT:

|   |
|---|
| Valley Sanitary District                          |
| GRBCON, Inc                                       |
| Indio Downtown District Sewer Improvement Project |

Change Order No.: 1

Agreement Date: November 10, 2022

Date: July 10, 2023

1 of 1

The following changes are hereby made to the Contract Documents:

VSD is adding the 9 manholes that are being constructed as part of this project to the list of manholes to be coated with epoxy. VSD is also subtracting 8 of the existing manholes that were slated to be coated for a net of one additional manhole to be coated than what is listed in the bid documents. 35 additional days are being added to the contract time making the new completion date September 1, 2023 .

**JUSTIFICATION:**

The new manholes are being requested to be coated by VSD due to the condition of existing manholes in that area which indicate elevated levels of corrosive gases. This coating will protect the manholes which are believed to be exposed to these gases upon construction. The eight existing manholes that are to be subtracted from the list of manholes to be coated because they have already been coated recently and do not require additional coating. Additional time is being added to the contract time due to issues with the procurement of materials and delays from City of Indio festivals.

|  |                |
|--|----------------|
| Original Contract Price                                      | \$2,317,866.00 |
| Current Contract Price Adjusted by Previous Change Order(s)  | \$2,317,866.00 |
| Current Change Order<br>(INCREASED) ( <del>DECREASED</del> ) | \$3,678.00     |
| New Contract Price, Including This Change Order              | \$2,321,544.00 |

**CHANGE TO CONTRACT TIME:**

|   |                   |
|---|-------------------|
| Current Contract Completion Date                              | July 28, 2023     |
| Contract Time Will Be<br>(INCREASED) ( <del>DECREASED</del> ) | 35 Days           |
|   | Calendar Days     |
| New Date of Completion of All Work                            | September 1, 2023 |

**Authorized Signatures on the Following Page**

Authorized Signatures



Digitally signed by Kristion Grbavac  
DN: C=US,  
E=kgrbavac@grbcon.com,  
O="GRBCON, Inc.", CN=Kristion  
Grbavac  
Location: Baldwin Park, CA  
Reason: I am approving this  
document  
Contact Info:  
kgrbavac@grbcon.com  
Date: 2023.07.26 10:14:04-07'00'

7/26/2023

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Contractor - GRBCON Inc.

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Date



---

District Engineer - Ron Buchwald, PE

8/8/23

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Date



---

General Manager - Jason Dafforn, PE

8/8/23

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Date



# CHANGE ORDER

|             |   |
|-------------|---|
| OWNER:      | Valley Sanitary District                          |
| CONTRACTOR: | GRBCON, Inc                                       |
| PROJECT:    | Indio Downtown District Sewer Improvement Project |

Change Order No.: 2 Agreement Date: November 10, 2022

Date: August 17, 2023 1 of 1

The following changes are hereby made to the Contract Documents:

An additional cost of \$35,250.00 is being added to the contract for additional pavement restoration costs in the alleyways where open cut repairs were made per the City of Indio's requirements.

**JUSTIFICATION:**

The City of Indio informed the contractor that they would be required to pave any alleyway where open cut repairs were performed in accordance with City Standard Detail 172. The contractor believed that the alleyways did not qualify as a traffic lane so they would not be required to grind and overlay the asphalt from edge to edge. In a compromise, the City agreed that because the current pavement in these areas was in good condition, the contractor could instead restore the trenches per Detail 172 and slurry seal the entire alley.

|  |                |
|--|----------------|
| Original Contract Price  | \$2,317,866.00 |
| Current Contract Price Adjusted by<br>Previous Change Order(s) | \$2,321,544.00 |
| Current Change Order<br>(INCREASED) ( <del>DECREASED</del> )   | \$35,250.00    |
| New Contract Price, Including This Change Order                | \$2,356,794.00 |

**CHANGE TO CONTRACT TIME:**

|   |   |
|---|---|
| Current Contract Completion Date                              | September 1, 2023   |
| Contract Time Will Be<br>(INCREASED) ( <del>DECREASED</del> ) | 0 Days  |
| New Date of Completion of All Work                            | <small>Calendar</small><br><small>Days</small><br>September 1, 2023 |

**Authorized Signatures on the Following Page**

**Authorized Signatures**

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Contractor – GRBCON Inc.

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Date

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District Engineer – Ron Buchwald, PE

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Date

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General Manager – Jason Dafforn, PE

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Date



# CHANGE ORDER

|             |   |
|-------------|---|
| OWNER:      | Valley Sanitary District                          |
| CONTRACTOR: | GRBCON, Inc                                       |
| PROJECT:    | Indio Downtown District Sewer Improvement Project |

Change Order No.: 3 Agreement Date: November 10, 2022

Date: August 25, 2023 1 of 1

The following changes are hereby made to the Contract Documents:

An additional cost of \$18,629.70 is being added to the contract for relocation of a proposed manhole, addition of a new manhole, and the associated additional labor required to install those structures. A proposed manhole is also being deleted for a net of zero additional manholes added to the project.

**JUSTIFICATION:**

The contractor discovered a large concrete encased utility that was not shown on the project plans. This utility was directly in the location of a proposed manhole. The contractor suggested to relocate the proposed manhole slightly downstream of the originally proposed location and add in an additional manhole in the adjacent alleyway to connect the newly installed 8" sewer. The contractor agreed to delete another proposed manhole in a different location so that this new manhole could be added at no additional cost other than the time and material required for the additional cutting of asphalt and excavation.

|  |                |
|--|----------------|
| Original Contract Price                                      | \$2,317,866.00 |
| Current Contract Price Adjusted by Previous Change Order(s)  | \$2,356,794.00 |
| Current Change Order<br>(INCREASED) ( <del>DECREASED</del> ) | \$18,629.70    |
| New Contract Price, Including This Change Order              | \$2,375,423.70 |

**CHANGE TO CONTRACT TIME:**

|   |                   |
|---|-------------------|
| Current Contract Completion Date                              | September 1, 2023 |
| Contract Time Will Be<br>(INCREASED) ( <del>DECREASED</del> ) | 0 Days            |
|   | Calendar Days     |
| New Date of Completion of All Work                            | September 1, 2023 |

**Authorized Signatures on the Following Page**

**Authorized Signatures**

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Contractor – GRBCON Inc.

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Date

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District Engineer – Ron Buchwald, PE

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Date

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General Manager – Jason Dafforn, PE

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Date



# CHANGE ORDER

|             |   |
|-------------|---|
| OWNER:      | Valley Sanitary District                          |
| CONTRACTOR: | GRBCON, Inc                                       |
| PROJECT:    | Indio Downtown District Sewer Improvement Project |

Change Order No.: 4 Agreement Date: November 10, 2022

Date: October 26, 2023 1 of 1

The following changes are hereby made to the Contract Documents:

An additional cost of \$2,275.00 is being added to the contract amount for the replacement of existing asphalt behind the Indio Motor Machine building.

**JUSTIFICATION:**

During construction, the contractor discovered the existing asphalt behind the Indio Motor Machine building to be in poor condition. The owner requested that the entire width of the alley behind his property be replaced along with the section within the trench boundary. The additional area would only be an additional 150 square feet and this effort would help to protect the new asphalt from water damage and vehicle traffic.

|  |                |
|--|----------------|
| Original Contract Price  | \$2,317,866.00 |
| Current Contract Price Adjusted by<br>Previous Change Order(s) | \$2,375,423.70 |
| Current Change Order<br>(INCREASED) ( <del>DECREASED</del> )   | \$2,275.00     |
| New Contract Price, Including This Change Order                | \$2,377,698.70 |

**CHANGE TO CONTRACT TIME:**

|   |   |
|---|---|
| Current Contract Completion Date                              | September 1, 2023   |
| Contract Time Will Be<br>(INCREASED) ( <del>DECREASED</del> ) | 0 Days  |
| New Date of Completion of All Work                            | <small>Calendar</small><br><small>Days</small><br>September 1, 2023 |

**Authorized Signatures on the Following Page**

**Authorized Signatures**

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Contractor – GRBCON Inc.

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Date

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District Engineer – Ron Buchwald, PE

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Date

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General Manager – Jason Dafforn, PE

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Date





# CHANGE ORDER

|             |   |
|-------------|---|
| OWNER:      | Valley Sanitary District                          |
| CONTRACTOR: | GRBCON, Inc                                       |
| PROJECT:    | Indio Downtown District Sewer Improvement Project |

Change Order No.: 5 Agreement Date: November 10, 2022

Date: September 12, 2023 1 of 1

The following changes are hereby made to the Contract Documents:

An additional cost of \$13,953.24 is being added for additional labor caused by the intrusion of unidentified utilities impeding construction.

**JUSTIFICATION:**

On four separate occasions, the contractor discovered utilities that were not shown on the project plans that intruded into their construction trench. In each case, the contractor had to protect the utility in place and hand dig around it in order to prevent damage to the utility while installing the sewer pipe per plan. The costs are for a total of sixteen hours of setback due to the presence of the unknown utilities and the additional effort required to work around them.

|  |                |
|--|----------------|
| Original Contract Price  | \$2,317,866.00 |
| Current Contract Price Adjusted by<br>Previous Change Order(s) | \$2,377,698.70 |
| Current Change Order<br>(INCREASED) ( <del>DECREASED</del> )   | \$13,953.24    |
| New Contract Price, Including This Change Order                | \$2,391,651.94 |

**CHANGE TO CONTRACT TIME:**

|   |  |
|---|--|
| Current Contract Completion Date                              | September 1, 2023  |
| Contract Time Will Be<br>(INCREASED) ( <del>DECREASED</del> ) | 61 Days  |
| New Date of Completion of All Work                            | <small>Calendar</small><br><small>Days</small><br>October 31, 2023 |

**Authorized Signatures on the Following Page**

**Authorized Signatures**

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Contractor – GRBCON Inc.

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Date

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District Engineer – Ron Buchwald, PE

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Date

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General Manager – Jason Dafforn, PE

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Date



**Valley Sanitary District**

**DATE:** November 14, 2023

**TO:** Board of Directors

**FROM:** Ron Buchwald, District Engineer

**SUBJECT:** APPROVE CHANGE ORDER NO. 6 FOR THE INDIO DOWNTOWN DISTRICT SEWER IMPROVEMENT PROJECT AND GEOTECHNICAL FEES FOR THE EMERGENCY STREET REPAIR ON REQUA STREET FOR A NOT TO EXCEED COST OF \$286,603.00 AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE CHANGE ORDER AND PAY INVOICES.

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**Suggested Action**

Action

**Strategic Plan Compliance**

GOAL 3: Excellent Facilities

**Fiscal Impact**

The fiscal impact of Change Order No. 6 is \$272,803. The fiscal impact of Leighton & Associates geotechnical work is estimated at \$13,800. The total cost of the emergency repair should be \$286,603 or less.

**Environmental Review**

This work is part of the overall project that already has been through the CEQA process. No further action is required.

**Background**

On Friday, September 1, 2023, a monsoonal rain arrived in the mid afternoon producing a significant amount of rain in the Indio area. Flooding occurred throughout the City including on Requa Street between Flower Street and Jackson. During the week of September 4, 2023, five to six sink holes or subsidence areas appeared on Requa Street along the VSD's Requa Interceptor sewer main. The interceptor sewer main was originally installed in 2016 and 2017. It had passed all the compaction testing at the time, however, these subsidence areas were directly over our sewer main. The

collection department crew video inspected the sewer main but found no damage, holes or anything that would cause dirt to get into the sewer main which would lead to the subsidence.

VSD staff requested an emergency authorization from the Board President due to damage that subsidence could cause to vehicles. The contractor, GRBCon was already working for VSD on the Indio Downtown Sewer Improvement Project and had the equipment and staff to make the repairs. Five pits were excavated about 5 feet deep (the maximum depth allowed without having to provide shoring) so that we could better understand what was causing the subsidence. Upon opening each pit up and exploring the soil conditions, it was discovered that the soil was loosely compacted with several voids both under the soil bottom and along the trench and parallel to the sewer main. It appeared that more subsidence would eventually follow due to these voids. After discussions with two different geotechnical firms, the contractor, the City of Indio Public Works, and internal staff, it was determined that the best course of action was to excavate to about 10 feet deep (approximately 3 feet above the sewer main) and from the most easterly manhole at Salton Street to about 300 feet west of that manhole. The soil was to be removed and slowly backfilled in one to two foot lifts in order to achieve the proper compaction. However, after the initial attempt to achieve compaction, it was discovered the soil was too moist and contained high levels of silt and clay. Proper compaction would not be achieved without mixing other dirt with the current soils. Class II Aggregate base was brought in and mixed at a ratio of about 50/50 with the existing soil. This mixture proved to be successful at achieving proper compaction. The work was completed in about 8 days and base paving was installed flush with the existing paving to allow the street to be open to traffic. Final paving will occur at the completion of the Indio Downtown Sewer Improvement Project which should be before the end of November.

The City of Indio required VSD to provide a geotechnical statement (letter) that stated the method of repair stated above would meet proper compaction. VSD hired Leighton & Associates (the current geotechnical firm on the Recycled Water Project Phase 1) to provide the letter, provide the geotechnical inspection and compaction testing and the final geotechnical report. The total estimated cost is \$13,800.

The County of Riverside is working with State of California (Cal-OES) on declaring a local state of emergency for the September 1 monsoonal storm and the damage it caused. Staff has submitted the cost of the Requa Street repair along with Leighton's cost to the County for possible reimbursement. Staff is waiting to hear from the County on this possible reimbursement.

### **Recommendation**

It is recommended that the Board of Directors approve Change Order No. 6 and authorize the General Manager to sign the change order. It is also recommended that the Board of Directors approve the invoice for Leighton and Associates for geotechnical work and authorize the General Manager to pay the final invoice once received for a not to exceed cost of \$13,800.

### **Attachments**

[Change Order No 6.docx](#)



# CHANGE ORDER

|             |   |
|-------------|---|
| OWNER:      | Valley Sanitary District                          |
| CONTRACTOR: | GRBCON, Inc                                       |
| PROJECT:    | Indio Downtown District Sewer Improvement Project |

Change Order No.: 6 Agreement Date: November 10, 2022

Date: September 25, 2023 1 of 1

The following changes are hereby made to the Contract Documents:

An additional cost of \$272,803.00 is being added for the repair of several sink holes that formed along a short portion of Requa Avenue during the most recent rain event.

**JUSTIFICATION:**

Due to the heavy rains received in September, several sink holes appeared over the Requa Interceptor along Requa Avenue east of Jackson Street and west of Indio Boulevard. These sink holes were determined to be a result of poor compaction during the Requa Interceptor project. GRBCON removed the asphalt and soil in the affected area, added base to the native soil to achieve the desired moisture content, and recompacted the soil to appropriate levels. The asphalt will then be repaired per City of Indio Standard 172.

|  |                |
|--|----------------|
| Original Contract Price                                      | \$2,317,866.00 |
| Current Contract Price Adjusted by Previous Change Order(s)  | \$2,391,651.94 |
| Current Change Order<br>(INCREASED) ( <del>DECREASED</del> ) | \$272,803.00   |
| New Contract Price, Including This Change Order              | \$2,664,454.94 |

**CHANGE TO CONTRACT TIME:**

|   |   |
|---|---|
| Current Contract Completion Date                              | October 31, 2023                                  |
| Contract Time Will Be<br>(INCREASED) ( <del>DECREASED</del> ) | 30 Days   |
| New Date of Completion of All Work                            | <small>Calendar Days</small><br>November 30, 2023 |

**Authorized Signatures on the Following Page**

**Authorized Signatures**

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Contractor – GRBCON Inc.

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Date

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District Engineer – Ron Buchwald, PE

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Date

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General Manager – Jason Dafforn, PE

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Date



## Valley Sanitary District

**DATE:** November 14, 2023

**TO:** Board of Directors

**FROM:** Ron Buchwald, District Engineer

**SUBJECT:** PROVIDE THE BOARD OF DIRECTORS AN UPDATE ON THE EMERGENCY REPAIR OF THE WESTWARD HO SEWER SIPHON AND AUTHORIZE THE GENERAL MANAGER TO REIMBURSE THE CITY OF INDIO THE AMOUNT OF \$147,261.97 FOR HALF THE COST OF THE EMERGENCY REPAIR (TOTAL COST TO INSTALL THE BERM IS \$294,523.59)

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### Suggested Action

Action

### Strategic Plan Compliance

GOAL 3: Excellent Facilities

### Fiscal Impact

The fiscal impact of this emergency repair is \$147,261.97.

### Environmental Review

This was an emergency repair and was exempt from the CEQA process.

### Background

On Sunday, August 20, 2023, Tropical Storm Hilary came through the Coachella Valley releasing a record amount of rain and flooding several areas throughout the valley. The amount of rain released resulted in a high flow of water in the White Water Storm Channel which caused VSD's sewer main siphon at Westward Ho to be exposed. On Friday, September 1, a monsoon storm came through Indio and other parts of the Valley releasing heavy rain in the immediate vicinity. This storm also resulted in high flows going down the White Water Storm Channel. Although water flows continued to flow over the exposed sewer main siphon, no further damage occurred to the sewer siphon. Nearly 100 feet of the sewer main was exposed with large portions of the main hanging in the air with no bottom support. Indio Water Authority (IWA) has a water main adjacent to and about 5 feet northerly of

VSD's sewer main. Both mains were exposed and needed protection.

During the week of September 4th, the collection department worked to fill sandbags full of sand and along with cement bricks, used them to support the sewer main. However, the sewer main and encasement was still exposed to the environment. There was concern that this could lead to further damage. Together with IWA, it was decided to import sand into the channel and bury both mains to provide the protection needed. IWA took the lead and secured a permit from CVWD to allow a contractor to enter the channel and add sand over the two mains. Borden Excavating, Inc. was hired by IWA through an emergency basis to perform the work. VSD agreed to reimburse the City of Indio for half the total cost to install the sand berm. It took about two weeks to get the authorization and install the sand berm. Pictures are included and will be available during the Board meeting.

VSD currently has a permanent repair designed and ready to bid for construction. The Environmental Report has been under review by FEMA for more than 11 months which has completely stalled forward progress on the project. VSD staff is continuing to work with Cal-OES in an attempt get FEMA to complete their environmental review and authorize the District to move forward with construction. CVWD has reached out to both IWA and VSD to request the berm be removed as soon as possible. CVWD is concerned about the possible flood damage the berm may cause in the event of a significant rain event or debris flow.

#### **Recommendation**

It is recommended that the Board of Directors authorize the General Manager to reimburse the City of Indio for half the cost of the total construction cost.

#### **Attachments**

[Borden Excavating Inc Invoice 23-06-01\\_With Work Tickets.pdf](#)  
[IMG\\_0242.JPG](#)  
[20230914\\_062430.jpg](#)









**Project Name:** Emergency Wash repair Westward Ho  
**Owner:** IWA

**Wednesday, September 20, 2023**  
**BB-11**

Work Performed:

Hourly rate for Emergency repair at Westward Ho. Wash  
 Estimated fill needed ~5500 CY's ~8,250 Tons.

| Equipment               | Qty | Hours | Idle YES/NO | Idle Rate | Operating Rate | Extended Amount |
|-------------------------|-----|-------|-------------|-----------|----------------|-----------------|
| Excavator CAT 325*      | 1   | 8     | No          | 97.14     | 158.33         | \$ 1,266.64     |
| Loader Case 521G*       | 1   | 8     | No          | 45.41     | 76.91          | \$ 615.28       |
| Loader Mecalac AS1600*  | 1   | 8     | No          | 58.82     | 94.89          | \$ 759.12       |
| Water Truck 2500 Gallon | 1   | 8     | No          | 26.26     | 88.85          | \$ 710.80       |
| Excavator Kobelco SK35* | 1   | 8     | No          | 30.02     | 50.92          | \$ 407.36       |
| Skid Steer*             | 1   | 8     | No          | 50.30     | 85.96          | \$ 687.68       |
| Truck Utility           | 1   | 8     | No          | 3.85      | 29.60          | \$ 236.80       |
| Truck Pickup Foreman    | 1   | 8     | No          | 3.40      | 26.15          | \$ 209.20       |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |

Equipment Total \$ 4,892.88

| Labor              | Hours | Hourly Rate | Overtime Hours | Overtime Rate | Per Diem Rate | Extended Amount |
|--------------------|-------|-------------|----------------|---------------|---------------|-----------------|
| Operator           | 8.0   | 91.58       |                | 115.98        |               | \$ 732.64       |
| Operator           | 8.0   | 91.58       |                | 115.98        |               | \$ 732.64       |
| Operator           | 8.0   | 91.58       |                | 115.98        |               | \$ 732.64       |
| Water Truck Driver | 8.0   | 65.19       |                | 84.81         |               | \$ 521.52       |
| Team Leader        | 8.0   | 91.58       |                | 115.98        |               | \$ 732.64       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |

Labor Burden & Workers Compensation 35.00% \$ 1,208.23

Labor Total \$ 4,660.31

| Subcontractors / Owner Operator | Qty  | Unit Cost   | Amount      |
|---------------------------------|------|-------------|-------------|
| Demobilization                  | 1.00 | \$ 2,000.00 | \$ 2,000.00 |
|                                 |      |             | \$ -        |
|                                 |      |             | \$ -        |
|                                 |      |             | \$ -        |

Subcontract Total: \$ 2,000.00

| Materials: | Vender | Qty | Unit Price | Amount |
|------------|--------|-----|------------|--------|
|            |        |     |            | \$ -   |
|            |        |     | 0          | \$ -   |
|            |        |     | 0          | \$ -   |
|            |        |     | 0          | \$ -   |
|            |        |     | 0          | \$ -   |
|            |        |     | 0          | \$ -   |

Material Tax 7.75% \$ -

Material Total \$ -

**Summary:**

| Description    | Sub Totals  | Mark-up | Extended  | Total       |
|----------------|-------------|---------|-----------|-------------|
| Labor          | \$ 4,660.31 | 15%     | \$ 699.05 | \$ 5,359.35 |
| Equipment      | \$ 4,892.88 | 15%     | \$ 733.93 | \$ 5,626.81 |
| Material       | \$ -        | 15%     | \$ -      | \$ -        |
| Subcontractors | \$ 2,000.00 | 5%      | \$ 100.00 | \$ 2,100.00 |

Company Overhead 5.00% \$ 654.31

General Liability Insurance 3.00% \$ 392.58

Payment & Performance Bonds 2.00% \$ 261.72

**Report Total \$ 14,394.78**

Note: We reserve the right to supplement and/or correct report. Appropriate extensions requested.



**Project Name:** Emergency Wash repair  
**Westward Ho**  
**Owner:** IWA

**Tuesday,**  
**September 19,**  
**2023**  
**BB-10**

Work Performed:

Hourly rate for Emergency repair at Westward Ho. Wash  
 Estimated fill needed ~5500 CY's ~8,250 Tons.

| Equipment               | Qty | Hours | Idle YES/NO | Idle Rate | Operating Rate | Extended Amount |
|-------------------------|-----|-------|-------------|-----------|----------------|-----------------|
| Excavator CAT 325*      | 1   | 9     | No          | 97.14     | 158.33         | \$ 1,424.97     |
| Loader Case 521G*       | 1   | 9     | No          | 45.41     | 76.91          | \$ 692.19       |
| Loader Mecalac AS1600*  | 1   | 9     | No          | 58.82     | 94.89          | \$ 854.01       |
| Water Truck 2500 Gallon | 1   | 9     | No          | 26.26     | 88.85          | \$ 799.65       |
| Excavator Kobelco SK35* | 1   | 9     | No          | 30.02     | 50.92          | \$ 458.28       |
| Skid Steer*             | 1   | 9     | No          | 50.30     | 85.96          | \$ 773.64       |
| Truck Utility           | 1   | 9     | No          | 3.85      | 29.60          | \$ 266.40       |
| Truck Pickup Foreman    | 1   | 9     | No          | 3.40      | 26.15          | \$ 235.35       |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |

Equipment Total \$ 5,504.49

| Labor              | Hours | Hourly Rate | Overtime Hours | Overtime Rate | Per Diem Rate | Extended Amount |
|--------------------|-------|-------------|----------------|---------------|---------------|-----------------|
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Water Truck Driver | 8.0   | 65.19       | 1.00           | 84.81         |               | \$ 606.33       |
| Team Leader        | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |

Labor Burden & Workers Compensation 35.00% \$ 1,400.28

Labor Total \$ 5,401.07

| Subcontractors / Owner Operator | Qty | Unit Cost | Amount |
|---------------------------------|-----|-----------|--------|
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |

Subcontract Total: \$ -

| Materials: | Vender               | Qty    | Unit Price | Amount       |
|------------|----------------------|--------|------------|--------------|
| Sand SE 30 | Coachella Valley Agg | 972.00 | 13.58      | \$ 13,199.76 |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |

Material Tax 7.75% \$ 1,022.98

Material Total \$ 14,222.74

**Summary:**

| Description    | Sub Totals   | Mark-up | Extended    | Total        |
|----------------|--------------|---------|-------------|--------------|
| Labor          | \$ 5,401.07  | 15%     | \$ 810.16   | \$ 6,211.23  |
| Equipment      | \$ 5,504.49  | 15%     | \$ 825.67   | \$ 6,330.16  |
| Material       | \$ 14,222.74 | 15%     | \$ 2,133.41 | \$ 16,356.15 |
| Subcontractors | \$ -         | 5%      | \$ -        | \$ -         |

Company Overhead 5.00% \$ 1,444.88

General Liability Insurance 3.00% \$ 866.93

Payment & Performance Bonds 2.00% \$ 577.95

**Report Total \$ 31,787.30**

Note: We reserve the right to supplement and/or correct report. Appropriate extensions requested.



**Project Name:** Emergency Wash repair Westward Ho  
**Owner:** IWA

**Monday, September 18, 2023**  
**BB-09**

Work Performed:

Hourly rate for Emergency repair at Westward Ho. Wash  
 Estimated fill needed ~5500 CY's ~8,250 Tons.

| Equipment               | Qty | Hours | Idle YES/NO | Idle Rate | Operating Rate | Extended Amount |
|-------------------------|-----|-------|-------------|-----------|----------------|-----------------|
| Excavator CAT 325*      | 1   | 9     | No          | 97.14     | 158.33         | \$ 1,424.97     |
| Loader Case 521G*       | 1   | 9     | No          | 45.41     | 76.91          | \$ 692.19       |
| Loader Mecalac AS1600*  | 1   | 9     | No          | 58.82     | 94.89          | \$ 854.01       |
| Water Truck 2500 Gallon | 1   | 9     | No          | 26.26     | 88.85          | \$ 799.65       |
| Excavator Kobelco SK35* | 1   | 9     | No          | 30.02     | 50.92          | \$ 458.28       |
| Skid Steer*             | 1   | 9     | No          | 50.30     | 85.96          | \$ 773.64       |
| Truck Utility           | 1   | 9     | No          | 3.85      | 29.60          | \$ 266.40       |
| Truck Pickup Foreman    | 1   | 9     | No          | 3.40      | 26.15          | \$ 235.35       |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |

Equipment Total \$ 5,504.49

| Labor              | Hours | Hourly Rate | Overtime Hours | Overtime Rate | Per Diem Rate | Extended Amount |
|--------------------|-------|-------------|----------------|---------------|---------------|-----------------|
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Water Truck Driver | 8.0   | 65.19       | 1.00           | 84.81         |               | \$ 606.33       |
| Team Leader        | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |

Labor Burden & Workers Compensation 35.00% \$ 1,400.28

Labor Total \$ 5,401.07

| Subcontractors / Owner Operator | Qty | Unit Cost | Amount |
|---------------------------------|-----|-----------|--------|
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |

Subcontract Total: \$ -

| Materials: | Vender               | Qty    | Unit Price | Amount       |
|------------|----------------------|--------|------------|--------------|
| Sand SE 30 | Coachella Valley Agg | 935.00 | 13.58      | \$ 12,697.30 |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |

Material Tax 7.75% \$ 984.04

Material Total \$ 13,681.34

**Summary:**

| Description    | Sub Totals   | Mark-up | Extended    | Total        |
|----------------|--------------|---------|-------------|--------------|
| Labor          | \$ 5,401.07  | 15%     | \$ 810.16   | \$ 6,211.23  |
| Equipment      | \$ 5,504.49  | 15%     | \$ 825.67   | \$ 6,330.16  |
| Material       | \$ 13,681.34 | 15%     | \$ 2,052.20 | \$ 15,733.54 |
| Subcontractors | \$ -         | 5%      | \$ -        | \$ -         |

Company Overhead 5.00% \$ 1,413.75

General Liability Insurance 3.00% \$ 848.25

Payment & Performance Bonds 2.00% \$ 565.50

**Report Total \$ 31,102.43**

Note: We reserve the right to supplement and/or correct report. Appropriate extensions requested.







**Project Name:** Emergency Wash repair Westward Ho  
**Owner:** IWA

**Wednesday, September 13, 2023**  
**BB-06**

Work Performed:

Hourly rate for Emergency repair at Westward Ho. Wash  
 Estimated fill needed ~5500 CY's ~8,250 Tons.

| Equipment               | Qty | Hours | Idle YES/NO | Idle Rate | Operating Rate | Extended Amount |
|-------------------------|-----|-------|-------------|-----------|----------------|-----------------|
| Excavator CAT 325*      | 1   | 9     | No          | 97.14     | 158.33         | \$ 1,424.97     |
| Loader Case 521G*       | 1   | 9     | No          | 45.41     | 76.91          | \$ 692.19       |
| Loader Mecalac AS1600*  | 1   | 9     | No          | 58.82     | 94.89          | \$ 854.01       |
| Water Truck 2500 Gallon | 1   | 9     | No          | 26.26     | 88.85          | \$ 799.65       |
| Excavator Kobelco SK35* | 1   | 9     | No          | 30.02     | 50.92          | \$ 458.28       |
| Skid Steer*             | 1   | 9     | No          | 50.30     | 85.96          | \$ 773.64       |
| Truck Utility           | 1   | 9     | No          | 3.85      | 29.60          | \$ 266.40       |
| Truck Pickup Foreman    | 1   | 9     | No          | 3.40      | 26.15          | \$ 235.35       |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |

Equipment Total \$ 5,504.49

| Labor              | Hours | Hourly Rate | Overtime Hours | Overtime Rate | Per Diem Rate | Extended Amount |
|--------------------|-------|-------------|----------------|---------------|---------------|-----------------|
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Water Truck Driver | 8.0   | 65.19       | 1.00           | 84.81         |               | \$ 606.33       |
| Team Leader        | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |

Labor Burden & Workers Compensation 35.00% \$ 1,400.28

Labor Total \$ 5,401.07

| Subcontractors / Owner Operator | Qty | Unit Cost | Amount |
|---------------------------------|-----|-----------|--------|
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |

Subcontract Total: \$ -

| Materials: | Vender               | Qty    | Unit Price | Amount       |
|------------|----------------------|--------|------------|--------------|
| Sand SE 30 | Coachella Valley Agg | 949.00 | 13.58      | \$ 12,887.42 |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |

Material Tax 7.75% \$ 998.78

Material Total \$ 13,886.20

**Summary:**

| Description    | Sub Totals   | Mark-up | Extended    | Total        |
|----------------|--------------|---------|-------------|--------------|
| Labor          | \$ 5,401.07  | 15%     | \$ 810.16   | \$ 6,211.23  |
| Equipment      | \$ 5,504.49  | 15%     | \$ 825.67   | \$ 6,330.16  |
| Material       | \$ 13,886.20 | 15%     | \$ 2,082.93 | \$ 15,969.12 |
| Subcontractors | \$ -         | 5%      | \$ -        | \$ -         |

Company Overhead 5.00% \$ 1,425.53

General Liability Insurance 3.00% \$ 855.32

Payment & Performance Bonds 2.00% \$ 570.21

**Report Total \$ 31,361.57**

Note: We reserve the right to supplement and/or correct report. Appropriate extensions requested.





**Project Name:** Emergency Wash repair Westward Ho  
**Owner:** IWA

**Tuesday, September 12, 2023**  
**BB-05**

Work Performed:

Hourly rate for Emergency repair at Westward Ho. Wash  
 Estimated fill needed ~5500 CY's ~8,250 Tons.

| Equipment               | Qty | Hours | Idle YES/NO | Idle Rate | Operating Rate | Extended Amount |
|-------------------------|-----|-------|-------------|-----------|----------------|-----------------|
| Excavator CAT 325*      | 1   | 9     | No          | 97.14     | 158.33         | \$ 1,424.97     |
| Loader Case 521G*       | 1   | 9     | No          | 45.41     | 76.91          | \$ 692.19       |
| Loader Mecalac AS1600*  | 1   | 9     | No          | 58.82     | 94.89          | \$ 854.01       |
| Water Truck 2500 Gallon | 1   | 9     | No          | 26.26     | 88.85          | \$ 799.65       |
| Excavator Kobelco SK35* | 1   | 9     | No          | 30.02     | 50.92          | \$ 458.28       |
| Skid Steer*             | 1   | 9     | No          | 50.30     | 85.96          | \$ 773.64       |
| Truck Utility           | 1   | 9     | No          | 3.85      | 29.60          | \$ 266.40       |
| Truck Pickup Foreman    | 1   | 9     | No          | 3.40      | 26.15          | \$ 235.35       |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |

Equipment Total \$ 5,504.49

| Labor              | Hours | Hourly Rate | Overtime Hours | Overtime Rate | Per Diem Rate | Extended Amount |
|--------------------|-------|-------------|----------------|---------------|---------------|-----------------|
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Water Truck Driver | 8.0   | 65.19       | 1.00           | 84.81         |               | \$ 606.33       |
| Team Leader        | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |

Labor Burden & Workers Compensation 35.00% \$ 1,400.28

Labor Total \$ 5,401.07

| Subcontractors / Owner Operator | Qty | Unit Cost | Amount |
|---------------------------------|-----|-----------|--------|
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |

Subcontract Total: \$ -

| Materials: | Vender               | Qty    | Unit Price | Amount       |
|------------|----------------------|--------|------------|--------------|
| Sand SE 30 | Coachella Valley Agg | 953.00 | 13.58      | \$ 12,941.74 |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |

Material Tax 7.75% \$ 1,002.98

Material Total \$ 13,944.72

**Summary:**

| Description    | Sub Totals   | Mark-up | Extended    | Total        |
|----------------|--------------|---------|-------------|--------------|
| Labor          | \$ 5,401.07  | 15%     | \$ 810.16   | \$ 6,211.23  |
| Equipment      | \$ 5,504.49  | 15%     | \$ 825.67   | \$ 6,330.16  |
| Material       | \$ 13,944.72 | 15%     | \$ 2,091.71 | \$ 16,036.43 |
| Subcontractors | \$ -         | 5%      | \$ -        | \$ -         |

Company Overhead 5.00% \$ 1,428.89

General Liability Insurance 3.00% \$ 857.33

Payment & Performance Bonds 2.00% \$ 571.56

**Report Total \$ 31,435.61**

Note: We reserve the right to supplement and/or correct report. Appropriate extensions requested.



**Project Name:** Emergency Wash repair Westward Ho  
**Owner:** IWA

**Monday, September 11, 2023**  
**BB-04**

Work Performed:

Hourly rate for Emergency repair at Westward Ho. Wash  
 Estimated fill needed ~5500 CY's ~8,250 Tons.

| Equipment               | Qty | Hours | Idle YES/NO | Idle Rate | Operating Rate | Extended Amount |
|-------------------------|-----|-------|-------------|-----------|----------------|-----------------|
| Excavator CAT 325*      | 1   | 9     | No          | 97.14     | 158.33         | \$ 1,424.97     |
| Loader Case 521G*       | 1   | 9     | No          | 45.41     | 76.91          | \$ 692.19       |
| Loader Mecalac AS1600*  | 1   | 9     | No          | 58.82     | 94.89          | \$ 854.01       |
| Water Truck 2500 Gallon | 1   | 9     | No          | 26.26     | 88.85          | \$ 799.65       |
| Excavator Kobelco SK35* | 1   | 9     | No          | 30.02     | 50.92          | \$ 458.28       |
| Skid Steer*             | 1   | 9     | No          | 50.30     | 85.96          | \$ 773.64       |
| Truck Utility           | 1   | 9     | No          | 3.85      | 29.60          | \$ 266.40       |
| Truck Pickup Foreman    | 1   | 9     | No          | 3.40      | 26.15          | \$ 235.35       |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |

Equipment Total \$ 5,504.49

| Labor              | Hours | Hourly Rate | Overtime Hours | Overtime Rate | Per Diem Rate | Extended Amount |
|--------------------|-------|-------------|----------------|---------------|---------------|-----------------|
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
| Water Truck Driver | 8.0   | 65.19       | 1.00           | 84.81         |               | \$ 606.33       |
| Team Leader        | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |

Labor Burden & Workers Compensation 35.00% \$ 1,103.26

Labor Total \$ 4,255.44

| Subcontractors / Owner Operator | Qty | Unit Cost | Amount |
|---------------------------------|-----|-----------|--------|
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |

Subcontract Total: \$ -

| Materials: | Vender               | Qty    | Unit Price | Amount       |
|------------|----------------------|--------|------------|--------------|
| Sand SE 30 | Coachella Valley Agg | 852.00 | 13.58      | \$ 11,570.16 |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |

Material Tax 7.75% \$ 896.69

Material Total \$ 12,466.85

**Summary:**

| Description    | Sub Totals   | Mark-up | Extended    | Total        |
|----------------|--------------|---------|-------------|--------------|
| Labor          | \$ 4,255.44  | 15%     | \$ 638.32   | \$ 4,893.75  |
| Equipment      | \$ 5,504.49  | 15%     | \$ 825.67   | \$ 6,330.16  |
| Material       | \$ 12,466.85 | 15%     | \$ 1,870.03 | \$ 14,336.87 |
| Subcontractors | \$ -         | 5%      | \$ -        | \$ -         |

Company Overhead 5.00% \$ 1,278.04

General Liability Insurance 3.00% \$ 766.82

Payment & Performance Bonds 2.00% \$ 511.22

**Report Total \$ 28,116.87**

Note: We reserve the right to supplement and/or correct report. Appropriate extensions requested.



**Project Name:** Emergency Wash repair Westward Ho  
**Owner:** IWA

**Friday, September 8, 2023**  
**BB-03**

Work Performed:

Hourly rate for Emergency repair at Westward Ho. Wash  
 Estimated fill needed ~5500 CY's ~8,250 Tons.

| Equipment               | Qty | Hours | Idle YES/NO | Idle Rate | Operating Rate | Extended Amount |
|-------------------------|-----|-------|-------------|-----------|----------------|-----------------|
| Excavator CAT 325*      | 1   | 9     | No          | 97.14     | 158.33         | \$ 1,424.97     |
| Loader Case 521G*       | 1   | 9     | No          | 45.41     | 76.91          | \$ 692.19       |
| Loader Mecalac AS1600*  | 1   | 9     | No          | 58.82     | 94.89          | \$ 854.01       |
| Water Truck 2500 Gallon | 1   | 9     | No          | 26.26     | 88.85          | \$ 799.65       |
| Excavator Kobelco SK35* | 1   | 9     | No          | 30.02     | 50.92          | \$ 458.28       |
| Skid Steer*             | 1   | 9     | No          | 50.30     | 85.96          | \$ 773.64       |
| Truck Utility           | 1   | 9     | No          | 3.85      | 29.60          | \$ 266.40       |
| Truck Pickup Foreman    | 1   | 9     | No          | 3.40      | 26.15          | \$ 235.35       |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |

Equipment Total \$ 5,504.49

| Labor              | Hours | Hourly Rate | Overtime Hours | Overtime Rate | Per Diem Rate | Extended Amount |
|--------------------|-------|-------------|----------------|---------------|---------------|-----------------|
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
| Water Truck Driver | 8.0   | 65.19       | 1.00           | 84.81         |               | \$ 606.33       |
| Team Leader        | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |

Labor Burden & Workers Compensation 35.00% \$ 1,103.26

Labor Total \$ 4,255.44

| Subcontractors / Owner Operator | Qty | Unit Cost | Amount |
|---------------------------------|-----|-----------|--------|
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |

Subcontract Total: \$ -

| Materials: | Vender               | Qty    | Unit Price | Amount       |
|------------|----------------------|--------|------------|--------------|
| Sand SE 30 | Coachella Valley Agg | 852.00 | 13.58      | \$ 11,570.16 |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |
|            |                      |        | 0          | \$ -         |

Material Tax 7.75% \$ 896.69

Material Total \$ 12,466.85

**Summary:**

| Description    | Sub Totals   | Mark-up | Extended    | Total        |
|----------------|--------------|---------|-------------|--------------|
| Labor          | \$ 4,255.44  | 15%     | \$ 638.32   | \$ 4,893.75  |
| Equipment      | \$ 5,504.49  | 15%     | \$ 825.67   | \$ 6,330.16  |
| Material       | \$ 12,466.85 | 15%     | \$ 1,870.03 | \$ 14,336.87 |
| Subcontractors | \$ -         | 5%      | \$ -        | \$ -         |

Company Overhead 5.00% \$ 1,278.04

General Liability Insurance 3.00% \$ 766.82

Payment & Performance Bonds 2.00% \$ 511.22

**Report Total \$ 28,116.87**

Note: We reserve the right to supplement and/or correct report. Appropriate extensions requested.



**Project Name:** Emergency Wash repair Westward Ho

**Thursday, September 7, 2023**

**Owner:** IWA

**BB-02**

Work Performed:

Hourly rate for Emergency repair at Westward Ho. Wash  
Estimated fill needed ~5500 CY's ~8,250 Tons.

| Equipment               | Qty | Hours | Idle YES/NO | Idle Rate | Operating Rate | Extended Amount |
|-------------------------|-----|-------|-------------|-----------|----------------|-----------------|
| Excavator CAT 325*      | 1   | 8     | No          | 97.14     | 158.33         | \$ 1,266.64     |
| Loader Case 521G*       | 1   | 8     | No          | 45.41     | 76.91          | \$ 615.28       |
| Loader Mecalac AS1600*  | 1   | 8     | No          | 58.82     | 94.89          | \$ 759.12       |
| Water Truck 2500 Gallon | 1   | 8     | No          | 26.26     | 88.85          | \$ 710.80       |
| Excavator Kobelco SK35* | 1   | 8     | No          | 30.02     | 50.92          | \$ 407.36       |
| Skid Steer*             | 1   | 8     | No          | 50.30     | 85.96          | \$ 687.68       |
| Truck Utility           | 1   | 8     | No          | 3.85      | 29.60          | \$ 236.80       |
| Truck Pickup Foreman    | 1   | 8     | No          | 3.40      | 26.15          | \$ 209.20       |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |

Equipment Total \$ 4,892.88

| Labor              | Hours | Hourly Rate | Overtime Hours | Overtime Rate | Per Diem Rate | Extended Amount |
|--------------------|-------|-------------|----------------|---------------|---------------|-----------------|
| Operator           | 8.0   | 91.58       |                | 115.98        |               | \$ 732.64       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
| Water Truck Driver | 8.0   | 65.19       |                | 84.81         |               | \$ 521.52       |
| Team Leader        | 8.0   | 91.58       |                | 115.98        |               | \$ 732.64       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |

Labor Burden & Workers Compensation 35.00% \$ 695.38

Labor Total \$ 2,682.18

| Subcontractors / Owner Operator | Qty | Unit Cost | Amount |
|---------------------------------|-----|-----------|--------|
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |
|                                 |     |           | \$ -   |

Subcontract Total: \$ -

| Materials: | Vender               | Qty    | Unit Price | Amount      |
|------------|----------------------|--------|------------|-------------|
| Sand SE 30 | Coachella Valley Agg | 435.00 | 13.58      | \$ 5,907.30 |
|            |                      |        | 0          | \$ -        |
|            |                      |        | 0          | \$ -        |
|            |                      |        | 0          | \$ -        |
|            |                      |        | 0          | \$ -        |
|            |                      |        | 0          | \$ -        |

Material Tax 7.75% \$ 457.82

Material Total \$ 6,365.12

**Summary:**

| Description    | Sub Totals  | Mark-up | Extended  | Total       |
|----------------|-------------|---------|-----------|-------------|
| Labor          | \$ 2,682.18 | 15%     | \$ 402.33 | \$ 3,084.51 |
| Equipment      | \$ 4,892.88 | 15%     | \$ 733.93 | \$ 5,626.81 |
| Material       | \$ 6,365.12 | 15%     | \$ 954.77 | \$ 7,319.88 |
| Subcontractors | \$ -        | 5%      | \$ -      | \$ -        |

Company Overhead 5.00% \$ 801.56

General Liability Insurance 3.00% \$ 480.94

Payment & Performance Bonds 2.00% \$ 320.62

**Report Total \$ 17,634.32**

Note: We reserve the right to supplement and/or correct report. Appropriate extensions requested.



**Project Name:** Emergency Wash repair Westward Ho

**Wednesday, September 6, 2023**

**Owner:** IWA

**BB-01**

Work Performed:

Hourly rate for Emergency repair at Westward Ho. Wash  
Estimated fill needed ~5500 CY's ~8,250 Tons.

| Equipment               | Qty | Hours | Idle YES/NO | Idle Rate | Operating Rate | Extended Amount |
|-------------------------|-----|-------|-------------|-----------|----------------|-----------------|
| Excavator CAT 325*      | 1   | 9     | No          | 97.14     | 158.33         | \$ 1,424.97     |
| Loader Case 521G*       | 1   | 9     | No          | 45.41     | 76.91          | \$ 692.19       |
| Loader Mecalac AS1600*  | 1   | 9     | No          | 58.82     | 94.89          | \$ 854.01       |
| Water Truck 2500 Gallon | 1   | 9     | No          | 26.26     | 88.85          | \$ 799.65       |
| Excavator Kobelco SK35* | 1   | 9     | No          | 30.02     | 50.92          | \$ 458.28       |
| Skid Steer*             | 1   | 9     | No          | 50.30     | 85.96          | \$ 773.64       |
| Truck Utility           | 1   | 9     | No          | 3.85      | 29.60          | \$ 266.40       |
| Truck Pickup Foreman    | 1   | 9     | No          | 3.40      | 26.15          | \$ 235.35       |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |
|                         |     |       |             |           |                |                 |

Equipment Total \$ 5,504.49

| Labor              | Hours | Hourly Rate | Overtime Hours | Overtime Rate | Per Diem Rate | Extended Amount |
|--------------------|-------|-------------|----------------|---------------|---------------|-----------------|
| Operator           | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
| Water Truck Driver | 8.0   | 65.19       | 1.00           | 84.81         |               | \$ 606.33       |
| Team Leader        | 8.0   | 91.58       | 1.00           | 115.98        |               | \$ 848.62       |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |
|                    |       | 0           |                | 0             | 0             | \$ -            |

Labor Burden & Workers Compensation 35.00% \$ 806.25

Labor Total \$ 3,109.81

| Subcontractors / Owner Operator | Qty  | Unit Cost   | Amount      |
|---------------------------------|------|-------------|-------------|
| Mobilization                    | 1.00 | \$ 2,000.00 | \$ 2,000.00 |
|                                 |      |             | \$ -        |
|                                 |      |             | \$ -        |
|                                 |      |             | \$ -        |

Subcontract Total: \$ 2,000.00

| Materials: | Vender               | Qty    | Unit Price | Amount      |
|------------|----------------------|--------|------------|-------------|
| Sand SE 30 | Coachella Valley Agg | 100.00 | 13.58      | \$ 1,358.00 |
|            |                      |        | 0          | \$ -        |
|            |                      |        | 0          | \$ -        |
|            |                      |        | 0          | \$ -        |
|            |                      |        | 0          | \$ -        |
|            |                      |        | 0          | \$ -        |

Material Tax 7.75% \$ 105.25

Material Total \$ 1,463.25

**Summary:**

| Description    | Sub Totals  | Mark-up | Extended  | Total       |
|----------------|-------------|---------|-----------|-------------|
| Labor          | \$ 3,109.81 | 15%     | \$ 466.47 | \$ 3,576.28 |
| Equipment      | \$ 5,504.49 | 15%     | \$ 825.67 | \$ 6,330.16 |
| Material       | \$ 1,463.25 | 15%     | \$ 219.49 | \$ 1,682.73 |
| Subcontractors | \$ 2,000.00 | 0%      | \$ -      | \$ 2,000.00 |

Company Overhead 5.00% \$ 679.46

General Liability Insurance 3.00% \$ 407.68

Payment & Performance Bonds 2.00% \$ 271.78

**Report Total \$ 14,948.09**

Note: We reserve the right to supplement and/or correct report. Appropriate extensions requested.







## Valley Sanitary District

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** Jason Dafforn, General Manager  
**SUBJECT:** RECEIVE MONTHLY GENERAL MANAGERS REPORT FOR OCTOBER 2023

---

### **Suggested Action**

Review

### **Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

### **Fiscal Impact**

There is no fiscal impact from this report.

### **Environmental Review**

This is not a project as defined by the California Environmental Quality Act (CEQA).

### **Background**

The following data represents the activities and metrics for the month of October 2023.

#### *Administrative Services*

- Held one (1) Operations Committee Meeting.
- Held one (1) Board Meeting.
- National Night Out Event.
- College of the Desert (COD) Great Alumni Hunt Event.
- Participated in the Great Shakeout Drill.
- Continued working on the development of the Annual Comprehensive Financial Report (ACFR).
- Reviewed open enrollment benefits and changes with all staff.
- Attended Coachella Valley Economic Partnership (CVEP) Annual Summit.

#### *Environmental Compliance Services*



- Presentation to the Operations Committee on the Laboratory topic “Calibrations & Verification”.
- Lab staff training on Laboratory process control sample methods to serve as back-up to the Laboratory.
- CDC National Wastewater Surveillance System (NWSS) Contract awarded to Verily Life Sciences; resume 2x week sampling & analysis for Covid-19 & Mpox.
- Accepted participation in Biobot Analytics’ NWSS program for Covid-19, Influenza, RSV for 1x week sampling & analysis.
- Accepted participation in National Institute on Drug Abuse (NIDA) program for high-risk substances in partnership with Biobot Analytics; 1x every 2 weeks sampling & analysis.

### *Operations & Maintenance*

- Switched to South Activated Sludge Plant chlorine contact chamber
- Exposed sink hole by solar panels for inspection
- Flushed out polymer lines at Sludge Dewatering Building
- Helped with design build project
- Belt Press, Hydraulic motor and pump replaced. Dewatering grinder serviced.
- Collections Vactor Truck repaired out on road.
- Ponds Dredge Pump replaced
- Signs at Bird center was removed
- Computer UPS units replaced in Opp’s and for Ron’s office
- Many power flickers and outages caused electrical problems in the plant
- Stand-by Generators 2, 3, & 4 batteries were changed out
- Diesel fuel pump was repaired
- Reset all timer clocks
- Lawn overseeded
- Plant Water Pump #2 repaired
- All compressors serviced
- Hypo pump at the Activated Sludge Plant repaired
- Signs for evacuation points installed
- SO2 pump repaired and calibrated with live zero
- Sludge Dump truck repaired
- Boiler start-up and emissions tested
- Influent pump program change
- Lab exhaust motor replaced
- Primary clarifier exhaust blower repaired
- Aerator #7 repaired
- Aerator circuits all tested, and connections checked
- Electrical outlet in shop replaced
- Thermo coupler #2 for Gas Flare replaced
- P762 Hot Water Pump leak repaired

### *Development Services*

- Construction has begun on the new Pacific Indio Retail Center on the Southeast corner of Monroe Street and Avenue 42. The project will include multiple retain lots. Raising Cane’s Chicken and In-N-Out Burger are planned to build at this project.
- Plans have been approved for a new aquatic center at the Polly Pool and a renovation of South

Jackson Park on the corner of Jackson Street and Date Avenue.

- Construction has begun on Gabino's Creperie near the corner of Miles Avenue and Towne Street.
- Construction has begun on the Tower Market convenience store and gas station on the northwest corner of Dr. Carreon and Monroe Street.
- Construction has begun on the Indio Taphouse on the southwest corner of Miles Avenue and Towne Street.
- Gallery Homes is starting the development of 82 homes in the Indian Palms Country Club on the corner of Odium Drive and Barrymore Street.
- Construction has begun on the new OES Gym on the corner of Highway 111 and Jefferson Street

### *Collection Services*

- No-Spill report for the month of October will be submitted to the California Integrated Water Quality System, as required in the Waste Discharge Requirements Monitoring and Reporting Program. Due by the end of the month.
- Monthly preventative maintenance service of lift stations is scheduled for the month.
- CCTV inspections are currently being conducted in the area Requa and Flower.
- Field Vector crew is currently working in the area of Avenue 48 and Monroe.

### *Capital Improvement Program*

- The Reclaimed Water Project - Phase 1 was awarded to Schneider Electric / Stantec in June 2020. This project will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include replacement of the Main Switch Control Panel and the addition of a sludge thickener unit. Update: Walsh is currently working on building the new grit chamber and digester walls. Backfill and compaction for the rotary screw thickener facilities has begun.
- The Westward Ho Drive Sewer Siphon Replacement Project is a FEMA funded project to replace the damaged sewer siphon from the February 2019 storm. Permitted plans have been signed by CVWD and have been approved by the City of Indio and La Quinta. CEQA documentation for this project has been completed. Update: This project is currently being held up by FEMA. VSD needs FEMA approval before proceeding with bidding and construction which was expected by February 2023. VSD staff had a virtual meeting with CalOES staff who stated they were going to call FEMA directly to try and push them to complete the environmental review of the project.
- The Downtown Indio Rehabilitation Project is currently under construction and covers the rehabilitation of existing sewer mains and manholes in a portion of the downtown area, the upsizing of two existing sewer mains between Grace and Salton Street, several point repairs, and the installation of new public sewer in the Indio Motor Machine property. The project was awarded to GRBCON Inc. Update: The contractor has completed all the rehabilitation and the sewer construction. Only small repairs and finishing touches remain along with the final asphalt paving.
- The Calhoun Lift Station Improvement Project is currently in design and will address issues with the Calhoun Lift Station observed during the lift station evaluation project from last fiscal year. They will address the bubbling wet well lining, aging discharge piping, and deficient electrical equipment. Update: VSD staff have returned comments on the 65% plans and specifications. VSD is awaiting the next set of plans from Harris for review.
- The Southeast Indio Sewer Improvement Project is currently in design and will include the

rehabilitation of existing sewer mains and manholes in a portion of the downtown area and the realignment of a sewer main located in the backyards of residences between Marshall and Grace Street. Update: VSD staff are continuing their review of the 65% plans.

**Recommendation**

Staff recommends that the Board receive the General Manager's Report for activities during the month of October 2023.

**Attachments**

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

[Attachment B NPDES Report for Nov.pdf](#)

[Attachment C Collection Services Report 2023.pdf](#)

[Attachment D Development Services Report October 2023.pdf](#)

[Attachment E Capital Improvement Program Report November 2023.pdf](#)

[Attachment F Environmental Compliance Summary.pdf](#)

[Attachment G Wastewater Surveillance Newsletter for Oct.pdf](#)

### Administrative Services - Task Summary 2023

| Task                                   | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total To Date |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|
| Active Litigation Filed                | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -             |
| Board Meeting                          | 3   | 2   | 3   | 4   | 3   | 3   | 2   | 1   | 2   | 1   |     |     | 24            |
| Budget/Finance Committee Meeting       | 1   | -   | -   | -   | 1   | -   | -   | -   | 1   | -   |     |     | 3             |
| Operations Committee Meeting           | -   | 1   | -   | 1   | -   | 1   | -   | 1   | -   | 1   |     |     | 5             |
| Community Engagement Committee Meeting | 1   | -   | 1   | -   | 1   | -   | 1   | -   | 1   | -   |     |     | 5             |
| Employee Anniversaries                 | 1   | 4   | 1   | 1   | 3   | 2   | 5   | 1   | 2   | 1   |     |     | 21            |
| Employee Promotions                    | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   |     |     | -             |
| Facebook Postings                      | 1   | 3   | -   | -   | -   | 1   | -   | -   | -   | -   |     |     | 5             |
| Insurance Claims Initiated             | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   |     |     | -             |
| Lost Time Work Incidents               | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   |     |     | -             |
| Media Coverage Items                   | -   | -   | -   | 1   | -   | -   | -   | -   | -   | -   |     |     | 1             |
| New Hires                              | -   | -   | 2   | -   | 1   | 1   | -   | -   | -   | -   |     |     | 4             |
| Press Release                          | -   | -   | -   | 1   | -   | 1   | -   | -   | -   | -   |     |     | 2             |
| Public Records Request                 | 2   | 1   | -   | 1   | -   | -   | 1   | 2   | 1   | 1   |     |     | 9             |
| Resignations                           | -   | -   | 1   | -   | -   | -   | -   | -   | -   | -   |     |     | 1             |
| Retirements                            | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   |     |     | -             |

| September 2023       | Plant Influent |            | ASP Effluent               |             | Pond Effluent |  |      | Total Plant Discharge (Outfall) Grab |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
|----------------------|----------------|------------|----------------------------|-------------|---------------|--|------|--------------------------------------|---------------------|-----------------------|---------------|----------------------------------|------------------------|------------------------------|-----------------------|-----------------------|-----------------------|--|
|                      | CBOD (mg/L)    | TSS (mg/L) | Monthly Average Flow (MGD) | CBOD (mg/L) | TSS (mg/L)    | Monthly Average Pond Effluent Flow (MGD) | CBOD | TSS                                  | EColi (MPN/100ml)   | Oil and Grease (mg/L) | Copper (ug/L) | Di(2-ethylhexyl)phthalate (ug/L) | Cyanide (total) (ug/L) | Ammonia (total, as N) (mg/L) | Nitrate (as N) (mg/L) | Nitrite (as N) (mg/L) | Total Nitrogen (mg/L) |  |
| 1                    |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 2                    |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 3                    |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 4                    |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 5                    |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 6                    | 247            | 214        |                            | 5.30        | 4.80          |  |      |                                      | 24.6                |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 7                    |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 8                    |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 9                    |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 10                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 11                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 12                   |                |            |                            |             |               |  |      |                                      | 3.10                | < 1.40                | 3.20          | < 0.500                          |                        | 1.90                         | 5.50                  | 0.170                 | 10.0                  |  |
| 13                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 14                   | 230            | 224        |                            | 5.30        | < 2.50        |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 15                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 16                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 17                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 18                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 19                   |                |            |                            |             |               |  |      |                                      | 45.0                |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 20                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 21                   | 283            | 212        |                            | 5.70        | < 2.50        |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 22                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 23                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 24                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 25                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 26                   |                |            |                            |             |               |  |      |                                      | 39.3                |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 27                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 28                   |                |            |                            |             |               |  |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 29                   | 364            | 414        |                            | 7.90        | 3.20          |  |      |                                      | 173                 |                       |               |                                  |                        |                              |                       |                       |                       |  |
| 30                   |                |            | 6.29                       |             |               | 0.000                                    |      |                                      |                     |                       |               |                                  |                        |                              |                       |                       |                       |  |
| <b>Average</b>       | 281            | 266        | 6.29                       | 6.05        | 3.25          | 0.000                                    |      |                                      | 29.76*              | 1.40                  | 3.20          | 0.500                            | 4.30                   | 1.90                         | 5.50                  | 0.170                 | 10.0                  |  |
| <b>Minimum</b>       | 230            | 212        | 6.29                       | 5.30        | < 2.50        | 0.000                                    |      |                                      | 3.10                | < 1.40                | 3.20          | < 0.500                          | < 4.30                 | 1.90                         | 5.50                  | 0.170                 | 10.0                  |  |
| <b>Maximum</b>       | 364            | 414        | 6.29                       | 7.90        | 4.80          | 0.000                                    |      |                                      | 173                 | < 1.40                | 3.20          | < 0.500                          | < 4.30                 | 1.90                         | 5.50                  | 0.170                 | 10.0                  |  |
| <b>Exceedences</b>   | 0              | 0          | 0                          | 0           | 0             | 0  | 0    | 0                                    | 0                   | 0                     | 0             | 0                                | 0                      | 0                            | 0                     | 0                     | 0                     |  |
| <b>Permit LIMITS</b> |                |            |                            | 25          | 30            |  | 40.0 | 49.0                                 | 126(mo) / 400 (max) | 25                    | 9.0           | 5.9                              | 4.3                    |                              |                       |                       |                       |  |

## Collection Services Task Summary Report for 2023

| Task  | Jan    | Feb    | Mar    | Apr    | May    | Jun    | Jul    | Aug    | Sep    | Oct    | Nov | Dec | Total To Date |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----|-----|---------------|
| Customer Service Calls                          | 6      | 1      | 3      | 1      | 3      | N/A    | 2      | -      | -      | -      |     |     | 16            |
| F.O.G. Inspection - Completed                   |        |        |        |        |        |        |        |        |        |        |     |     | -             |
| F.O.G. Inspection - Fail                        |        |        |        |        |        |        |        |        |        |        |     |     | -             |
| F.O.G. Inspection - Pass                        |        |        |        |        |        |        |        |        |        |        |     |     | -             |
| Hot spot cleaning (total)*                      | 26     | -      | -      | 34     | -      | -      | 24     | -      | -      | 34     | -   | -   | 118           |
| Lift station inspection                         | 19     | 16     | 23     | 18     | 19     | 23     | 19     | 16     | 19     | 19     |     |     | 191           |
| Manhole inspection                              | 179    | 159    | 136    | 178    | 251    | 129    | 113    | 161    | 147    | 73     |     |     | 1,526         |
| Sewer line CCTV (feet)                          | 8,060  | 7,295  | N/A    | N/A    | 1,733  | 14,994 | 15,111 | 11,222 | 6,916  | 4,233  |     |     | 69,564        |
| Sewer line cleaning (feet)                      | 52,372 | 53,787 | 58,466 | 67,147 | 86,073 | 69,050 | 46,911 | 54,601 | 48,574 | 43,804 |     |     | 580,785       |
| SSO Response - Cat 1                            | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |     |     | 0             |
| SSO Response - Cat 2                            | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |     |     | 0             |
| SSO Response - Cat 3                            | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |     |     | 0             |
| USA Markings                                    | 160    | 46     | 45     | 28     | 30     | 44     | 42     | 48     | 55     | 42     |     |     | 540           |
| *Note: Hot spot cleaning is performed quarterly |        |        |        |        |        |        |        |        |        |        |     |     |               |



VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

14-Nov-23

|                        |  |
|------------------------|--|
| Plan Check in Progress |  |
| Inspection in Progress |  |
| New Project            |  |

| PROJECT NAME                                | STREET ADDRESS / CROSS STREET                     | CURRENT PROJECT STATUS  | NEXT ACTION ITEM   |
|---|---|---|--|
| Add'l Dwelling Unit - Cebrenos Residence    | 83181 Blue Mountain Court                         | Plans submitted for additional dwelling unit. Plans approved and notified applicant 3/3/21. Permit 3967 7/26/2021   | Inspect work improvements as scheduled.  |
| Arroyo Crossing Phase 1 architectural plans | 47555 Jefferson Steel/Highway 111                 | Architectural plans submitted for new apartment complex. Plans approved and notified applicant 12/22/21. Permit 3998 issued 1/6/22.   | Inspect work improvements as scheduled.  |
| Arroyo Crossing Phase 1 civil plans         | 47555 Jefferson Steel/Highway 111                 | Civil plans submitted for new apartment complex. Plan review completed. Plans approved and returned to applicant 12/22/21. Permit 3998  | Inspect work improvements as scheduled.  |
| Arroyo Crossing Phase 2 architectural plans | 47777 Jefferson Steel/Highway 111                 | Architectural plans submitted for new apartment complex. Plans approved and notified applicant 1/21/22 Permit 4005 on 2/7/22.   | Inspect work improvements as scheduled.  |
| Arroyo Crossing Phase 2 civil plans         | 47777 Jefferson Steel/Highway 111                 | Civil plans submitted for new apartment complex. Plans approved and notified applicant 1/21/22. Permit 1005   | Inspect work improvements as scheduled.  |
| Autozone Jackson Street                     | 41850 Jackson Street/aAvenue 42                   | Plans submitted for plan check. Sewer main relocation. Plans approved 1/21/21. Waiting for engineer to finalize easements docs. Permit 3954 issued 5/13/21.   | 10% warranty bond in place Reinspect and notice of acceptance Due 1/1/2023             |
| Ave 42 Self Storage                         | 82815 Ave 42/Showcase Blvd                        | Plans submitted, fee paid. Plans approved and notified applicant 3/2/23. Permit 4110 5/24/2023  | Inspect work improvements as scheduled.  |
| Bliss & Oasis Apts Sewer Improv. Plan       | NW Corner of Bliss Ave and Oasis St               | Plans submitted for Civil Plans, fee paid with check. Completed 1st plan check and returned to the applicant 12/15/22.  | Perform 2nd plan check upon plan resubmittal.  |
| Buzzbox                                     | 42625 Jackson Street #112                         | Plans submitted existing building TI. Completed 1st plan check and returned to the City 2/22/19.  | Perform 2nd plan check upon plan resubmittal.  |
| Castro 80501 lot 50                         | Motorcoach CC 80501 Ave 48 Lot 50                 | Plans submitted, Permit 4056  | Inspect work improvements as scheduled.  |
| Chandi Plaza Building "B" Shell             | 81-971 Indio Blvd/Avenue 44                       | Plans submitted for plan check. Completed 1st check and returned to the applicant 10/13/20. Issued permit 3963 on 6/29/21.  | Inspect work improvements as scheduled.  |
| City Hall and Public Library Project        | 100/200 Civic Center Drive                        | Plans submitted and plan fee paid. Completed 1st plan check and notified applicant 9/29/23.   | Perform 2nd plan check upon plan resubmittal.  |
| Coco Palms Tract 38072-2                    | South East Corner of Avenue 49 and Jackson St     | Plans submitted and plan check fee paid for phase 2 of housing tract. Pending signatures for phase 1 before proceeding  | Waiting for owner to submit Bonds and Development agreement paperwork.                 |
| Coco Palms Tract 38072-3                    | South East Corner of Avenue 49 and Jackson St     | Plans submitted for phase 3 of Coco Palms. Plan Check Fee Paid. Emailed Gary at Watermarke that plans ar ready for pick up  | Perform 2nd plan check upon plan resubmittal.  |
| COD Child Development Center                | 45742 Oasis Street                                | Plans submitted for child development center. Plans approved and notified applicant 1/25/22. Permit 4025 4/21/22  | Inspect work improvements as scheduled.  |
| College of the Desert                       | 45524 Oasis Street                                | Plans submitted for campus expansion. Plan review completed, plan approved and notified applicant 1/25/22. Permit 4026 4/22/22  | Inspect work improvements as scheduled.  |
| Community Valley Bank                       | 81701 Hwy 111                                     | Plans Submitted and fee paid for TI Improvement. Emailed Matt Seto for plan pick-up 4/11/23. Permit 4099  | Inspect work improvements as scheduled.  |
| Encore Coffee Grease Interceptor T.I.       | 82707 Miles Avenue/ Corner of Miles and Oasis     | Plans submitted for Plans and scope of work, fee paid with check. Completed 3rd plan check and notified applicant 3/16/23. Permit # 4095 Finaled 10/2/23  | No further action required.  |
| EOS Fitness Hwy 111                         | Highway/Jefferson Street                          | Plans submitted for construction of new gym facility. Plans approved and notified applicant 4/27/20. Permit 4049  | Waiting for Development Agreement and Bonds before owner can process permit paperwork. |
| Gabino's Creperie                           | 82862 Miles Ave                                   | Plans submitted, fee paid with credit card. Completed 2nd plan check and returned to the applicant 6/28/23. Permit #4120 on 08/09/23  | Inspect work improvements as scheduled.  |
| Gallery at Indian Springs                   | Jefferson St/Westward Ho Drive                    | Tract is Complete. Warranty Bond received 8/25/2021.  | Notice of acceptance after 12 month warranty bond release.                             |
| 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 enginner 8/27/18. Sewer Finaled 5/12/20. | Waiting for owner to submit Warranty Bond  |
| Handels Ice Cream Shop                      | 42225 Jackson Street/Avenue 42                    | Plans submitted for new suite TI. 2nd plan check completed and returned to the applicant 8/31/22. Permit 4064 Finaled 10/5/23   | No further action required.  |
| Homes 2 Suites Architectural Plans          | 80653 Hwy 111                                     | Plans submitted for Hotel Homes2Suites. 2nd Plan Check In queue 10/30/23  | Plans In Queue   |
| Homes 2 Suites Sewer Improvement Plan       | 80653 Hwy 111                                     | Plans submitted for Sewer Improvement Plans, plan check fee paid. Plans ready for pick up. MSA Consultants was emailed 10/04/23   | Perform 3rd plan check upon plan resubmittal.  |
| I-10 Monroe Conceptual Site Plans           | SE Corner of Monroe and Ave 42                    | The Palms at Indio Sewer Plans submitted (Fee paid 8/19/22) Approved 6/8/23   | Waiting for owner to submit Bonds and Development agreement paperwork.                 |
| I-10 Monroe Conceptual Site Plans Pt. 2     | SE Corner of Monroe and Ave 42                    | Plans Submitted and fee paid for Sewer Development. Aproved 6/8/23  | Waiting for owner to submit Bonds and Development agreement paperwork.                 |
| Indian Palms 32                             | Cochran Drive & Garland Road                      | Civil plans submitted for public sewer for 32 unit condo complex. 2nd plan check complete. 9/1/21. Plans approved 9/17/21.  | Inspect work improvements as scheduled.  |
| Indio Behavioral Health Hospital            | 81655 JFK Court                                   | Civil plans submitted for new mental health facility. Completed 1st plan check and returned to the engineer 12/2/19. Plans approved 6/24/20. Issued permit 3900 on 8/29/20.   | Inspect work improvements as scheduled.  |

| PROJECT NAME                           | STREET ADDRESS / CROSS STREET                 | CURRENT PROJECT STATUS  | NEXT ACTION ITEM   |
|--|---|---|--|
| Indio Juvenile Court                   | 47671 Oasis St/ Ave 48                        | Plans submitted to demo existing juvenile court building and construct new building on the same site. Plans approved, notified applicant project ready to permit 9/30/21. Permit # 4004 1/25/22 | Inspect work improvements as scheduled.                                |
| Indio Marketplace Architectural        | 82227 Highway 111/Rubidoux                    | Plans submitted for mall TI. Completed 2nd check and notified applicant 8/2/22.   | Waiting for owner to process permit paperwork.                         |
| Indio Marketplace Civil                | 82227 Highway 111/Rubidoux                    | Plans submitted for mall TI, Completed second plan check and returned to the applicant 11/12/21.  | Waiting for owner to process permit paperwork.                         |
| Indio Plaza Sewer Relocation           | 82126 Hwy 111/Monroe St.                      | Plans submitted for sewer line and manhole relocation. Plans approved and notified applicant 7/28/22.   | Waiting for owner to process permit paperwork.                         |
| Indio Public Safety Center             | 46867 Bristol Street/Dr Carreon               | Plans submitted for public safety center. Plans approved and returned to applicant 4/12/22. Permit 4052   | Inspect work improvements as scheduled.                                |
| Indio Self Storage                     | 81161 Indio Blvd                              | Plans submitted and fee paid for sewer improvement plans. Completed 3rd plan check and returned to the applicant 8/24/23.   | Perform 4th plan check upon plan resubmittal.                          |
| Indio Sports Park                      | 82600 Market St                               | Plans submitted for a sports park with concession stand. Plans are ready for pickup, emailed Deborah at Webb and Associates 10/18/23  | Perform 2nd plan check upon plan resubmittal.                          |
| Indio Taphouse TI                      | 82851 & 82867 Miles Ave                       | Plans submitted for Taproom in Oldtown Indio, fee paid with check. Plans approved and notified applicant 1/26/23. Permit 4083   | Inspect work improvements as scheduled.                                |
| Jersey Mike's                          | 42211 Jackson St Ste. 102 / Corner of Ave 42  | Plans Submitted and fee paid for Sandwich Restaurant. Plans approved and notified applicant 2/17/23. Permit 4088  | Inspect work improvements as scheduled.                                |
| JFM Senior Villas                      | 83801 / 83285 Dr Carreon                      | Plans Submitted for Senior Villa Apts, plan check deposit paid  | Plans In Queue   |
| John Nobles Apts civil plans           | John Nobles Avenue/Rubidoux Street            | Plans submitted for on-site private sewer. Completed 1st plan check and returned to applicant 7/12/22.  | Perform 2nd plan check upon plan resubmittal.                          |
| Kings Castle Taco Architectural        | 82991 Bliss Avenue                            | Plans submitted for building TI for taco shop. Completed 2nd plan check. Civil plans submitted for review 7/21/22.  | Waiting for owner to process permit paperwork.                         |
| Kings Castle Taco Civil Plans          | 82991 Bliss Avenue                            | Plans submitted for building TI for taco shop 7/21/22. Plans approved and notified the applicant 9/7/22.  | Waiting for owner to process permit paperwork.                         |
| Las Plumas/Coco Palm Tract 38072-1     | South East Corner of Avenue 49 and Jackson St | Plans submitted for 173 lot housing tract. Completed first plan check 4/27/21.  | Waiting for owner to submit Bonds and Development agreement paperwork. |
| Lifestyle Center New Pool Toilet Rooms | 48630 Monroe St - Indian Palms CC             | Plans Submitted for restrooms at Indian Palms CC Pool. Plans approved 8/17/23. Permit #4122 08/24/23  | Inspect work improvements as scheduled.                                |
| Magical Estates Tenant Spaces          | 82490 Highway 111/Arabia Street               | Plans submitted for tenant suite TI's. Completed 1st plan check and returned to applicant 4/28/22.  | Perform 2nd plan check upon plan resubmittal.                          |
| Motorcoach CC Lot 119                  | Motorcoach CC 80501 Ave 48 Lot 119            | Plans submitted for casita/shade structure. Plans approved. Permit 4115 7/20/23   | Inspect work improvements as scheduled.                                |
| Motorcoach Clubhouse Kitchen Remodel   | Motorcoach CC 80501 Ave 48 Clubhouse          | Plans submitted and plan fee paid. Plans Approved 9/29/2023. Fees Paid and Permit issued 4128 10/10/23 Finald 10/30/23  | No further action required.  |
| Nelson Chavez Accessory Dwelling Unit  | 43163 Deglet Noor                             | Plan submitted for new accessory dwelling unit, Plan approved and notified applicant 8/30/22 Permit 4113 7/5/23   | Inspect work improvements as scheduled.                                |
| New Century Garage Doors               | 81740 Highway 111/Granada Dr.                 | Plans submitted for new sewer lateral connection. Plans approved and notified applicant project ready to permit 8/17/23.  | Waiting for owner to process permit paperwork.                         |
| 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. Permit 4014 issued 3/18/22.   | Inspect work improvements as scheduled.                                |
| Outdoor Resorts CC - Casita Addition   | 80394 Avenue 48, Lot 182                      | Plans submitted for casita addition and storage building. Plans approved and notified applicant 9/30/21   | Waiting for owner to process permit paperwork.                         |
| Outdoor Resorts Lot 307                | 80394 Ave 48 Lot 307                          | Plans submitted for casita addition and outdoor BBQ. Permit 4112  | Inspect work improvements as scheduled.                                |



| PROJECT NAME                          | STREET ADDRESS / CROSS STREET                        | CURRENT PROJECT STATUS  | NEXT ACTION ITEM  |
|---------------------------------------|--|---|---|
| Palmera Apartments Civil              | NE Corner of Monroe and Requa                        | Plans submitted for Sewer Development, fee paid. Completed 2nd plan check and returned to the applicant 3/9/23  | Perform 3rd plan check upon plan resubmittal.                               |
| Palmera Project Arc                   | Requa Ave West of Monroe PM 38493                    | Plans Submitted for Apt Homes with Clubhouse. Completed 1st plan check and returned to the applicant 9/11/23.   | Perform 2nd plan check upon plan resubmittal.                               |
| Paradiso Tract 31815                  | East of Monroe North of Ave 41                       | New model homes under construction. Warranty Bond received 3/2/2023.  | Notice of acceptance after 12 month warranty bond release.                  |
| Paradiso Tract 31815 & 31815-3        | East of Monroe North of Ave 41                       | Plans submitted for new housing tract phases. Completed first plan check 2/25/21. Plans Approved 3/25/21.   | 10% warranty bond in place Reinspect and notice of acceptance Due 3/1/2024  |
| 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.                                     |
| Pawley Pool Aquatic Facility          | 46350 Jackson Street/Date Ave.                       | Plans submitted for new Aquatic Center on existing public pool site. Project Expired in 2020. Resubmitted 10/25/21. Plans approved and notified applicant 10/12/23. | Waiting for owner to process permit paperwork.                              |
| Private residence for Cristina Ayon   | 49115 Ridgeback Ct                                   | Plans submitted, fee paid. Plans approved and notified applicant project ready to permit 12/22/22. Permit 4071 1/12/23  | Inspect work improvements as scheduled.                                     |
| Raising Canes Restaurant              | Monroe Street/Showcase Parkway                       | Plans submitted for new restaurant building. Plans approved and notified the applicant 12/6/22.   | Waiting for owner to process permit paperwork.                              |
| Ramon Chavez Accessory Dwelling Unit  | 43737 Oasis St / Ave 44                              | Plans submitted for plan check. Plans approved and notified applicant 10/13/20. Issued permit 3908 on 10/13/20.   | Inspect work improvements as scheduled.                                     |
| Ranch RV & self Storage               | 83734 Dr Carreon                                     | Plans submitted, fee paid with check. Completed 2nd plan check and notified applicant 12/14/22. Permit 4090 2/28/2023   | Inspect work improvements as scheduled.                                     |
| Residence for Mr and Mrs Job Lopez    | 49-134 Ridgeback Ct                                  | Plans Submitted and fee paid for private residence. Plans approved and notified applicant 3/16/23. Permit 4093  | Inspect work improvements as scheduled.                                     |
| Ridgeback Ct Family Residence         | 49128 Ridgeback Ct                                   | Plans submitted for single family residence, plan check fee paid. Plans aproved. Permit 4114 7/20/23  | Inspect work improvements as scheduled.                                     |
| Robert Henry Bootsma Casita           | 80469 Jasper Park Ave                                | Plans submitted for a detached Casita, Plan Check Deposit paid  | Plans In Queue  |
| Rosa Rebolgar Accessory Dwelling Unit | 81179 Helen Ave/Swingle Ave                          | Plan submitted for new accessory dwelling unit. Project built, notified applicant project ready to permit 6/22/23.  | Waiting for owner to process permit paperwork.                              |
| Salad and Go                          | 82051 Ave 42   | Plans submitted for a Restaurant. Completed 1st plan check and notified applicant 10/10/22  | Perform 2nd plan check upon plan resubmittal.                               |
| Saphire Apartments                    | 45733 Oasis St                                       | Plans submitted for 30 unit Mixed-Use Apartment Complex, Plan Check Deposit paid  | Plans In Queue  |
| Showcase Indio Pad 4 Shell            | 42225 Jackson Street/Avenue 42                       | Plans submitted for new retail shell building. Plans approved and notified applicant 7/26/22. Permit 4055 Finaled 10/5/23   | No further action required.   |
| Sunburst RV Storage                   | 43250 Sunburst Street/Oleander Avenue                | Plans submitted for new RV storage facility. Completed 1st check and notified applicant 3/21/22. Permit 4020 4/7/22 Finaled 10/10/23                                | No further action required.   |
| Tarra Lago 32341-12                   | North of Avenue 44 & East of Harrison                | First Plan Complete 12/16/20. Plans Approved 2/19/21.Maintenance Bond in place 8/16/22.   | 10% warranty bond in place Reinspect and notice of acceptance Due 8/16/2023 |
| Terra Lago Four Seasons Tract 32287   | North of Avenue 44 & East of Harrison                | Civil plans submitted for plan check. Plans Approved 4/26/21.   | 10% warranty bond in place Reinspect and notice of acceptance Due 8/1/2024  |
| Terra Lago Four Seasons Tract 32288-1 | North of Via Terra Lago and East of Golf Center Pkwy | Civil plans submitted for Public Sewer. 1st plan check complete and returned redlines 11/24/21 2nd plan check complete 1/18/22.                                     | Inspect work improvements as scheduled.                                     |
| Terra Lago Four Seasons Tract 32288-F | North of Via Terra Lago and East of Golf Center Pkwy | Civil plans submitted for Public Sewer. 1st plan check complete and returned redlines 3/29/22 Aproved 7/1/23  | Inspect work improvements as scheduled.                                     |
| Terra Lago Four Seasons Tract 32288-F | North of Via Terra Lago and East of Golf Center Pkwy | Civil plans submitted for Public Sewer. Plans Approved 7/1/22   | Inspect work improvements as scheduled.                                     |
| Terra Lago Four Seasons Tract 32341-F | North of Avenue 44 & East of Harrison                | Civil plans submitted for plan check. Completed 1st plan check and notified applicant 5/1/20. Plans Approved 8/15/20.Maintenance Bond in place 8/16/22              | Inspect work improvements as scheduled.                                     |
| 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.                                     |
| Tim & Lois Eklund Site 105            | Motorcoach CC 80501 Ave 48 Lot 105                   | Plans submitted, Permit 4068  | Inspect work improvements as scheduled.                                     |
| Tower Market #965                     | Intersection Monroe Street/Dr Carreon                | Plans submitted for Convenient Store/Gas Station, fee paid with check. Plans approved nd notified applicant project ready to permit 6/5/23. Permit 4111 6/9/2023    | Inspect work improvements as scheduled.                                     |
| Tower Market #965 Architectural       | Intersection Monroe Street/Dr Carreon                | Plans Submitted and fee paid for architectural plans for a gas station. Plans approved and notified applicant project ready to permit 6/5/23. Permit 4111 6/9/2023  | Inspect work improvements as scheduled.                                     |
| West Coast Self Storage               | NE Corner of Van Buren and Dr Carreon                | Plans submitted for Self Storage, plan check deposit paid   | Plans In Queue  |
| Woodsprings Suites Ext Stay Hotel     | 42-425 Jackson St.                                   | Civil plans submitted for Public Sewer & Plan Fee Paid. Plans approved 2/14/23 and notified applicant   | Waiting for owner to process permit paperwork.                              |

|                    | October | Fiscal Year |
|--------------------|---------|-------------|
| New Projects       | 6       | 9           |
| Projects Permitted | 1       | 3           |
| Projects Finaled   | 4       | 11          |

| Monthly Capital Improvement Project Update - November 2023   |   |  |                    |                     |
|--|---|--|--------------------|---------------------|
| Project Title  | Project Description   | Current Status   | Fiscal Year Budget | Total Spent to Date |
| Reclaimed Water Project Phase 1                              | The contract for this project was awarded to Schneider Electric / Stantec. The project design cost was \$2,200,000 and the project schedule was approximately 460 days. The Reclaimed Water Project – Phase 1 will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include adding a biofilter and a sludge thickener unit. The Guaranteed Maximum Price (GMP) has been approved by the Board. 100% design plans have been approved by staff.  | Walsh is currently working on building the new grit chamber and digester walls. Backfill and compaction for the rotary screw thickener facilities has begun.   | \$39,900,000.00    | \$8,760,381.51      |
| Collections System Rehabilitation Design Projects            | There are currently two projects in the design phase for the Collections System Rehabilitation program. The first is the Calhoun Lift Station Improvement Project which will address issues with the Calhoun Lift Station observed during the lift station evaluation project from last fiscal year. They will address the bubbling wet well lining, aging discharge piping, and deficient electrical equipment. The second project is the Southeast Indio Sewer Improvement Project which will include the rehabilitation of existing sewer mains and manholes in another portion of the downtown area and the realignment of a sewer main located in the backyards of residences between Marshall and Grace Street. | VSD staff have returned comments on the 65% plans and specifications. VSD is awaiting the next set of plans from Harris for review. VSD staff are continuing their review of the 65% plans.  | \$400,000.00       | \$223,306.40        |
| Downtown Indio Rehabilitation Project                        | The Downtown Indio Rehabilitation Project is currently under construction and covers the rehabilitation of existing sewer mains and manholes in a portion of the downtown area, the upsizing of two existing sewer mains between Grace and Salton Street, several point repairs, and the installation of new public sewer in the Indio Motor Machine property. The project was awarded to GRBCON Inc.   | The contractor has completed all the rehabilitation and the sewer construction. Only small repairs and finishing touches remain along with the final asphalt paving.   | \$2,200,000.00     | \$1,469,367.28      |
| Westward Ho Sewer Siphon Replacement Design and Construction | Westward Ho Drive Sewer Siphon Replacement project. This is a FEMA funded project to replace the damaged sewer siphon from the February 2019 storm. Permitted Plans have been signed by CVWD and have been approved by the City of Indio and La Quinta. Staff is waiting for a contractor to be awarded the project to finish filing an encroachment permit application as required by CVWD for the permanent pipeline crossing of the channel. 95% Plans and specifications have been sent to FEMA for their review and approval.  | This project is currently being held up by FEMA. VSD needs FEMA approval before proceeding with bidding and construction which was expected by February 2023. VSD staff had a virtual meeting with CalOES staff who stated they were going to call FEMA directly to try and push them to complete the environmental review of the project. | \$10,721,000.00    | \$0.00              |
| New Training and Office Building and Laboratory Building     | VSD has chosen SGH Architects as the architectural firm for the preliminary design of a new single-story training/office building and new laboratory building. Staff have selected a new location for the training/office building that will allow the single-story building with minimal demolition. The architect has completed the schematic design and cost estimate for both the training/office building and laboratory building. An onsite survey was conducted on July 7th. SGH Architects is continuing with the final design of both the Office & Training and Laboratory Buildings. SGH has submitted 50% design plans which include both buildings for staff review and comment in December 2021.         | This project is being delayed for a year or two to allow other priority projects to proceed and maintain our debt coverage.  | \$0.00             | \$0.00              |
| Additional Parking and Landscaping                           | The District is need of additional parking for employees and customers. Staff proposes to remove the lawn at the front of the property and replace it with parking and drought tolerant landscaping.  | A preliminary design of the Project has been completed. In que for the next steps.   | \$0.00             | \$0.00              |
|  |   |  |                    |                     |

## Environmental Compliance Summary Report for 2023

| Task                                       | Jan       | Feb       | Mar       | Apr       | May       | Jun       | Jul       | Aug       | Sep       | Oct      | Nov      | Dec      | Total YTD  |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|----------|------------|
| <b>Pretreatment</b>                        |           |           |           |           |           |           |           |           |           |          |          |          |            |
| Customer Service Calls                     | 11        | 10        | 2         |           |           | 5         | 6         | 9         | 6         |          |          |          | 49         |
| Commercial Approval Letters                | 4         | 3         | 1         |           |           | 7         | 1         | 2         | 4         |          |          |          | 22         |
| Change of Ownership Inspection             | 3         |           |           |           |           | 4         | 3         | 5         | 3         |          |          |          | 18         |
| SIU Permit Compliance                      | 3         | 3         | 3         | 3         |           |           | 2         | 1         | 2         |          |          |          | 17         |
| FOG-FSE Inspections Completed              | 22        | 14        | 12        | 6         | 14        | 31        | 23        | 56        | 43        |          |          |          | 221        |
| Commercial Inspections Completed           | 4         | 5         | 1         | 1         |           | 9         | 3         | 4         | 3         |          |          |          | 30         |
| Environmental & Collections investigations | 3         | 4         |           |           |           |           | 1         |           | 3         |          |          |          | 11         |
| Failed Inspections or NOV                  |           |           |           |           |           |           |           |           | 1         |          |          |          | 1          |
| <b>Total # of Inspections</b>              | <b>32</b> | <b>26</b> | <b>16</b> | <b>10</b> | <b>14</b> | <b>40</b> | <b>29</b> | <b>61</b> | <b>51</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>279</b> |
| <b>Laboratory</b>                          |           |           |           |           |           |           |           |           |           |          |          |          |            |
| # of Collected Samples                     | 266       | 266       | 327       | 255       | 296       | 258       | 277       | 260       | 240       |          |          |          | 2,445      |
| # of Tests (Analyses)                      | 548       | 537       | 618       | 514       | 574       | 534       | 591       | 628       | 591       |          |          |          | 5,135      |
| # of Samples sent to Contract Labs         | 40        | 41        | 36        | 32        | 55        | 31        | 28        | 29        | 23        |          |          |          | 315        |
| # of Contracted Tests (Analyses)           | 73        | 142       | 62        | 63        | 149       | 46        | 38        | 41        | 35        |          |          |          | 649        |
| % of Samples performed In-House            | 85.0%     | 84.6%     | 89.0%     | 87.5%     | 81.4%     | 88.0%     | 89.9%     | 88.8%     | 90.4%     |          |          |          | 87.2%      |

October 2023

# Wastewater Surveillance

Your Guide to VSD & Viruses

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## VSD Program

Wastewater surveillance is used to monitor the presence of infections within VSD's service community by tracking trends in virus rates.

Public health officials can utilize the data to prevent and control disease within our service area.

**Websites** VSD Program data shared with:

- [COVIDPoops19](#)
- [Cal-SuWers Network](#)
- [WastewaterScan](#)
- [CDC Covid Tracker](#)
- [Biobot Covid Tracker](#)

**PodCast:** [WEF "Sewer Signals"](#)

## IN THIS ISSUE

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### NWSS PROGRAM

Program contents & trends

### WASTEWATERSCAN PROGRAM

Program contents & trends

### PROGRAM TIMELINE

Program start to current events



**Samples**

Influent 24hr-composite

Collected: Tues, Thurs

**Program update**

CDC awarded Verily Life Sciences for a 12-month period.

COVID-19 and Mpox (MPXV)

This program will commence late Oct / early Nov.

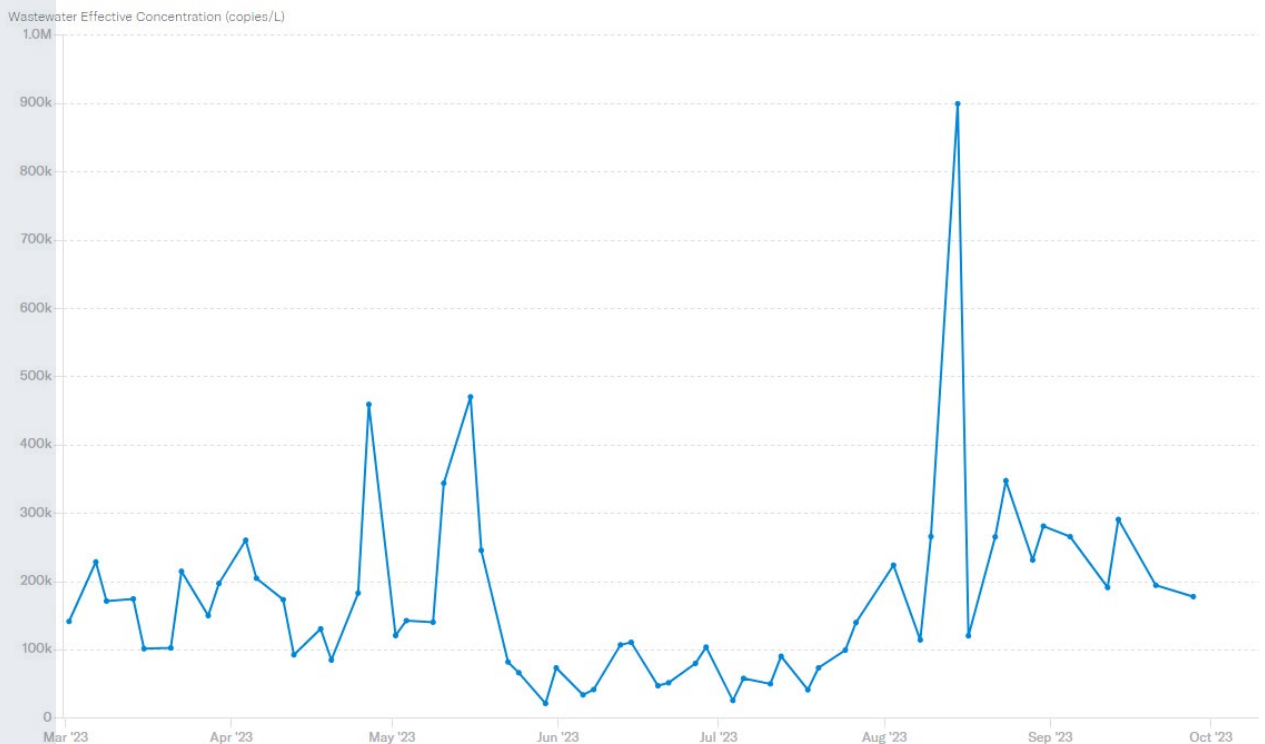
**MPox - Jan 2023 - Current**

Virus Concentration - NOT DETECTED

**Norovirus**

CDC Parameter addition - Result release soon

**COVID-19 - Mar 2023 - Current**





Partnerships: Stanford University, Emory University, Verily

Website: [WastewaterScan](https://www.wastewaterscan.com)

### Samples

Primary Sludge grab samples

Collected: Mon, Wed, Fri

### Program update

13 pathogens will be monitored

#### Seasonal & Emerging Respiratory Pathogens

|                                   |  |
|-----------------------------------|--|
| SARS-CoV-2 +Variants              | Severe Acute Respiratory Syndrome; spread through droplets from coughs, sneezes, or talking.   |
| Influenza A & B                   | Seasonal respiratory viruses can cause flu pandemics   |
| Respiratory Syncytial Virus (RSV) | Common respiratory virus causing mild, cold-like symptoms. Can be fatal to infants and older adults. Cause Bronchiolitis and pneumonia |
| Metapneumovirus (hMPV)            | Seasonal respiratory virus related to RSV.   |
| Parainfluenza                     | Seasonal respiratory illness   |
| Enterovirus (EVD68)               | Severe respiratory illness and acute flaccid paralysis   |

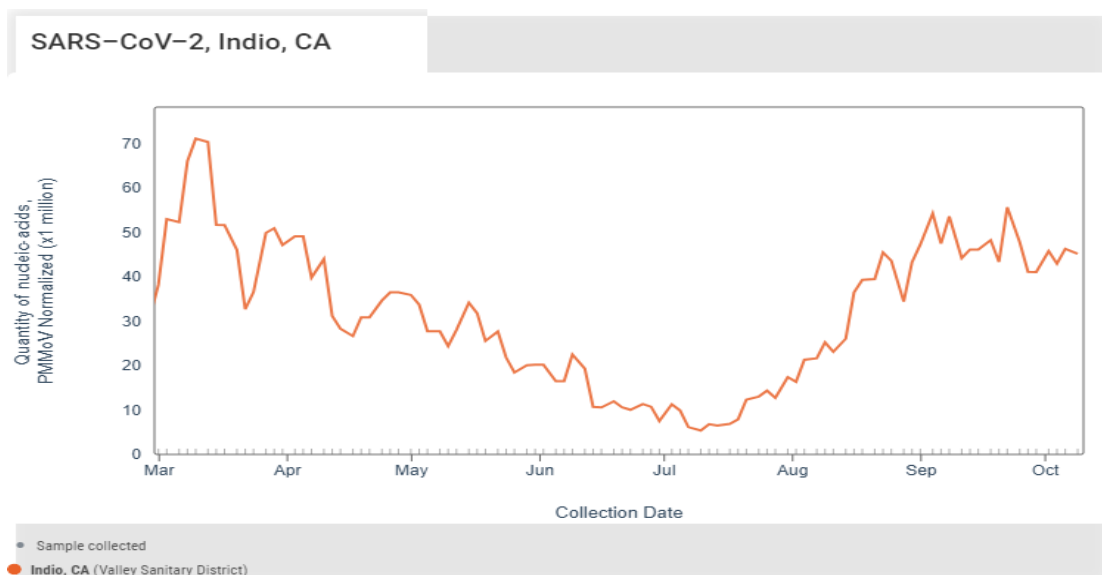
#### Important Enteric Pathogens:

|                     |  |
|---------------------|--|
| Adenovirus Group    | Major cause of GI illness                      |
| Rotavirus           | Major cause of GI illness, vaccine preventable |
| Human Norovirus GII | Leading cause of GI illness                    |

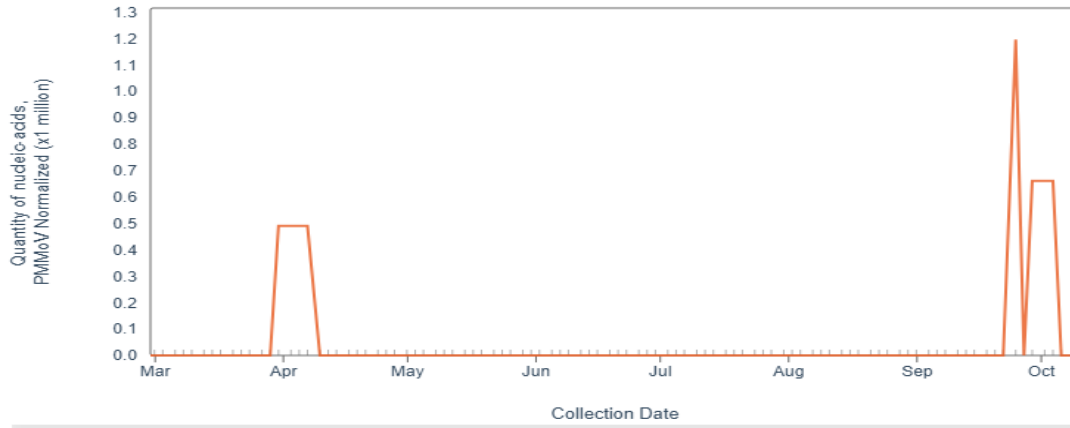
#### Emerging & Outbreak pathogens of concern:

|               |   |
|---------------|---|
| Candida auris | Emerging pathogen, multidrug resistant fungal infection |
| Hepatitis A   | Cause intermittent outbreaks, vaccine preventable       |

### Virus & Pathogen Trackers

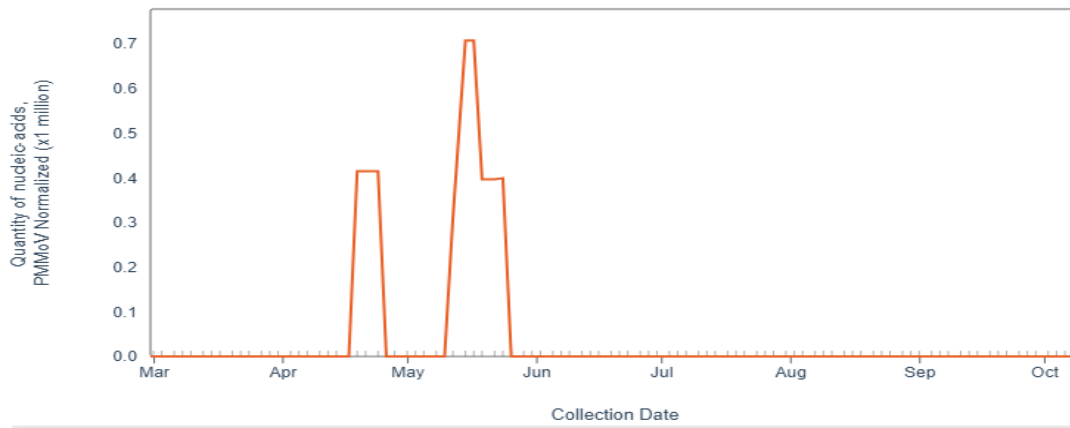


### Influenza A, Indio, CA



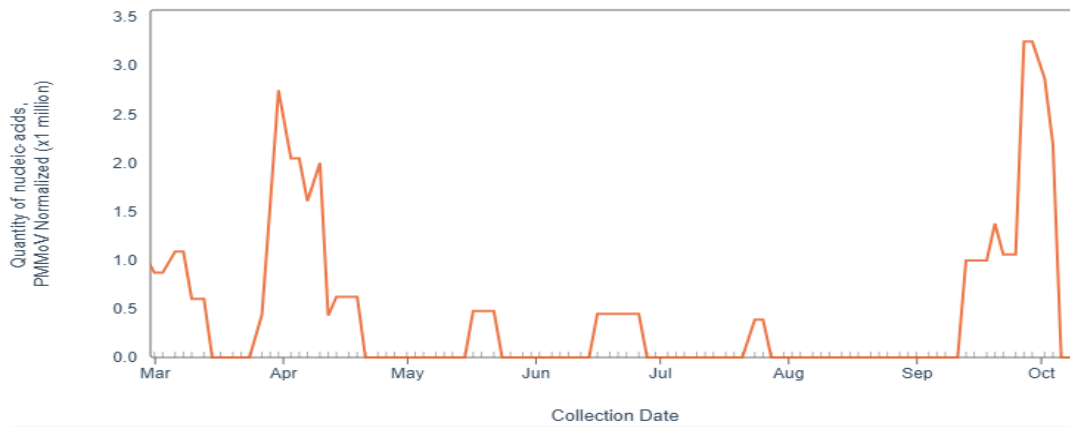
- Sample collected
- Indio, CA (Valley Sanitary District)

### Influenza B, Indio, CA



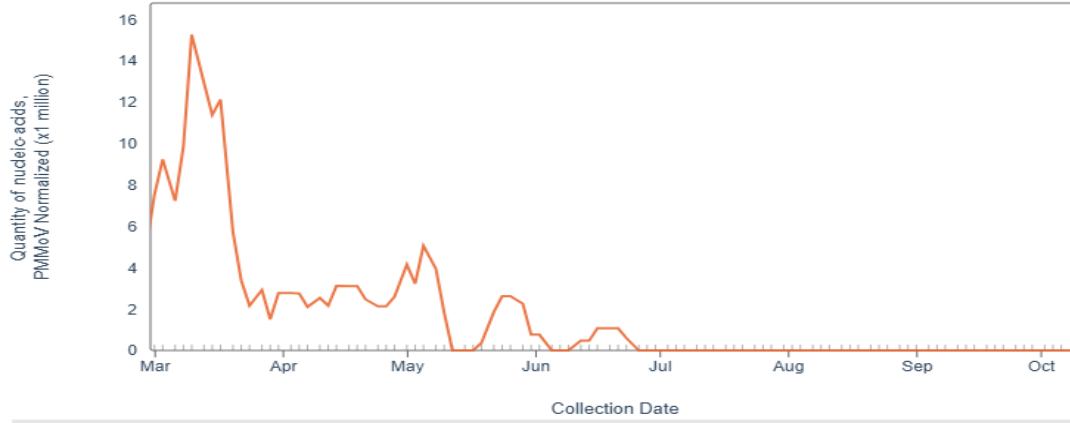
- Sample collected
- Indio, CA (Valley Sanitary District)

### RSV, Indio, CA



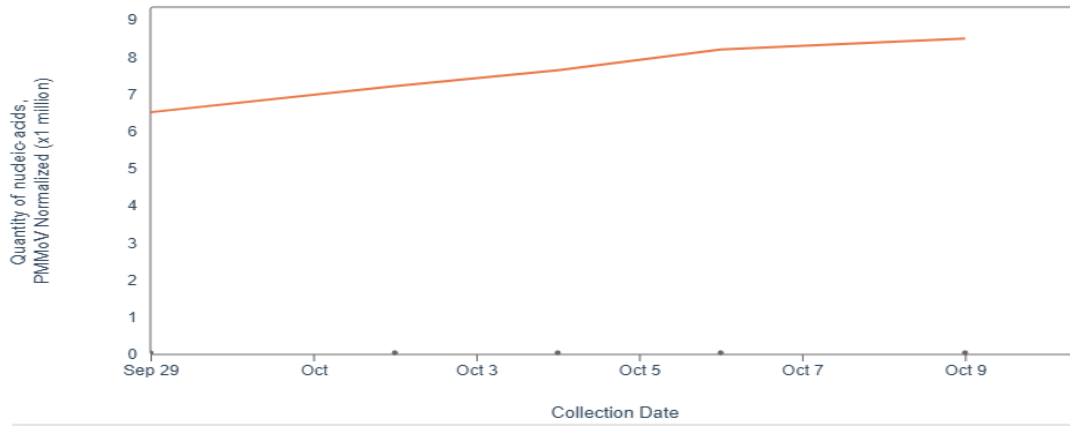
- Sample collected
- Indio, CA (Valley Sanitary District)

### Human Metapneumovirus, Indio, CA



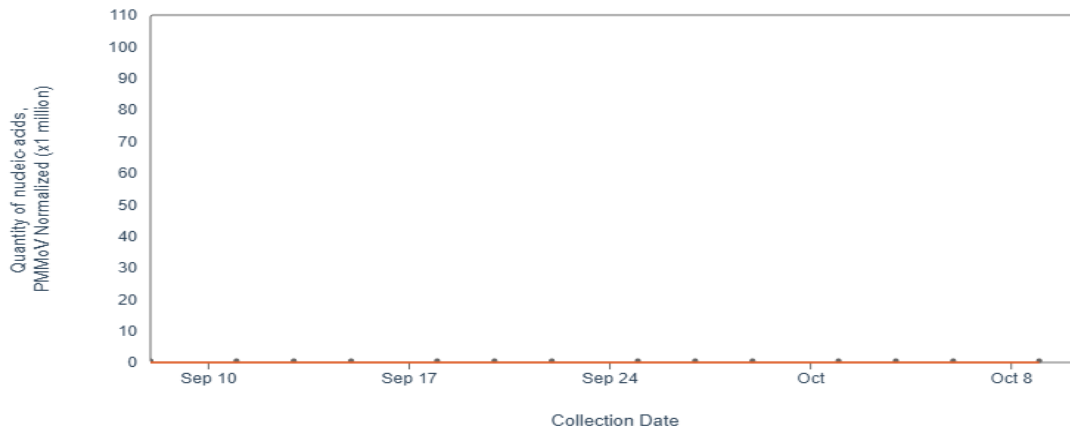
- Sample collected
- Indio, CA (Valley Sanitary District)

### Parainfluenza, Indio, CA



- Sample collected
- Indio, CA (Valley Sanitary District)

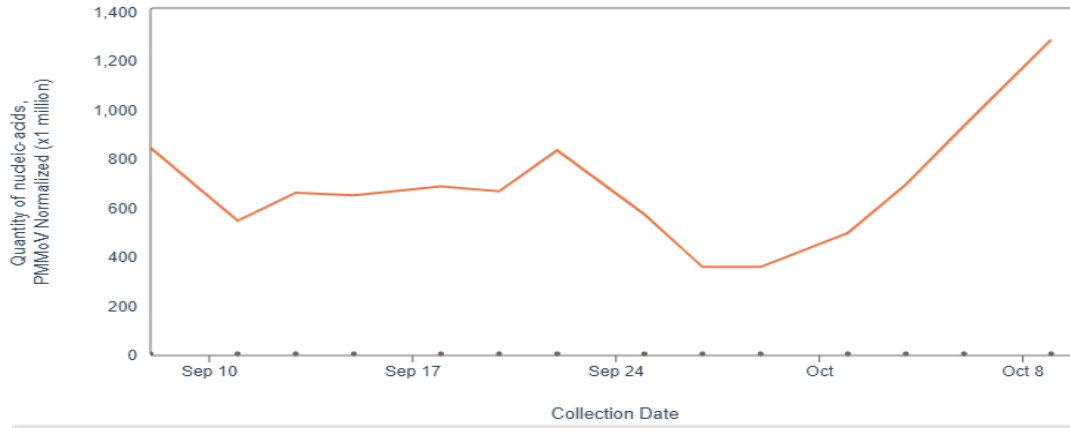
### EVD68, Indio, CA



- Sample collected
- Indio, CA (Valley Sanitary District)

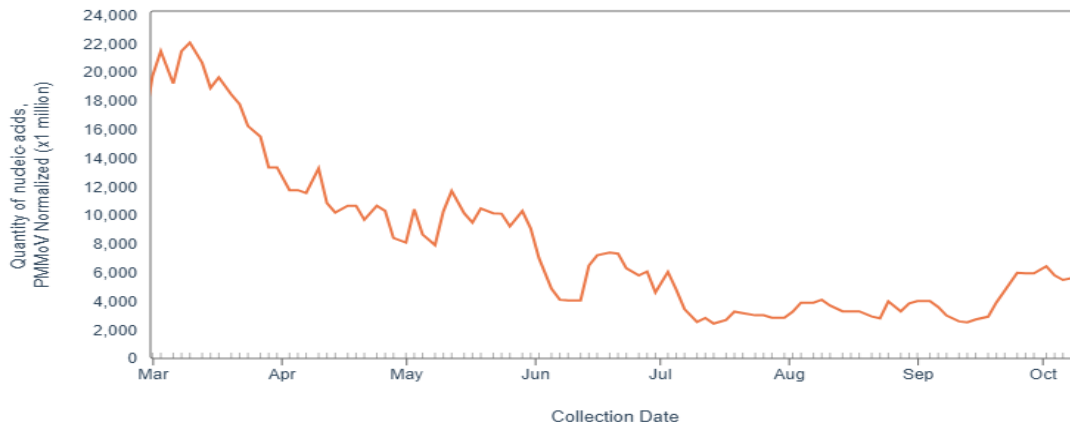


### Human Adenovirus Group F, Indio, CA



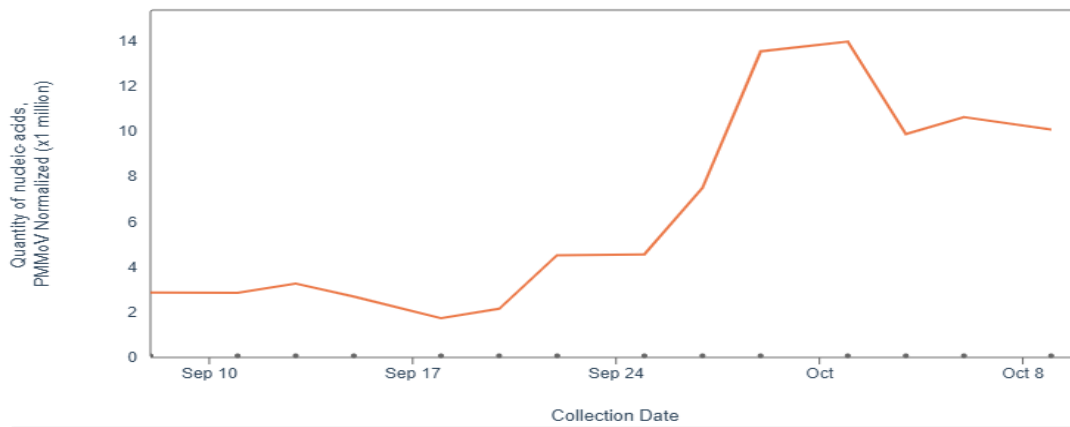
• Sample collected  
 ● Indio, CA (Valley Sanitary District)

### Norovirus, Indio, CA



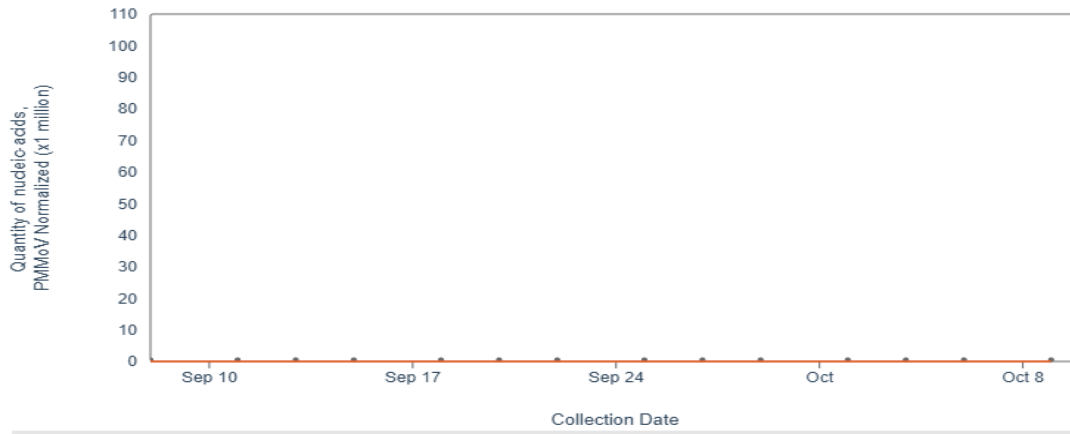
• Sample collected  
 ● Indio, CA (Valley Sanitary District)

### Rotavirus, Indio, CA



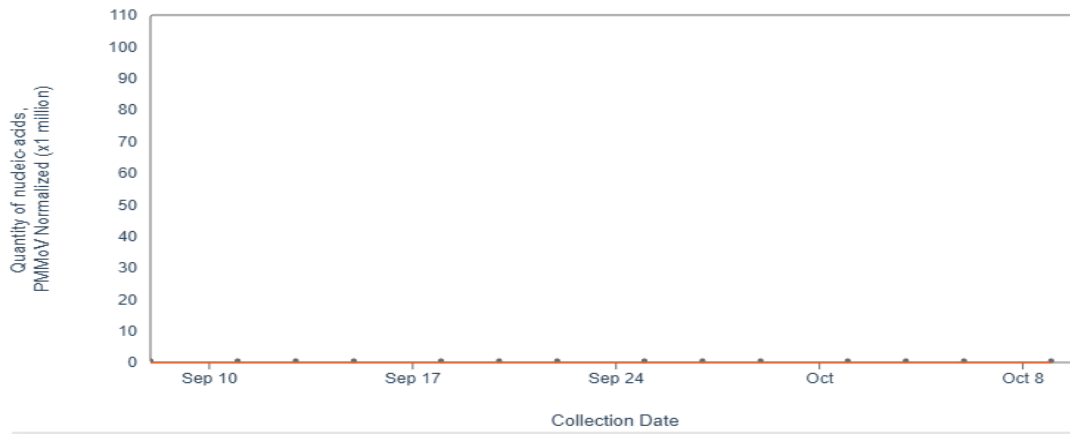
• Sample collected  
 ● Indio, CA (Valley Sanitary District)

### Mpox, Indio, CA



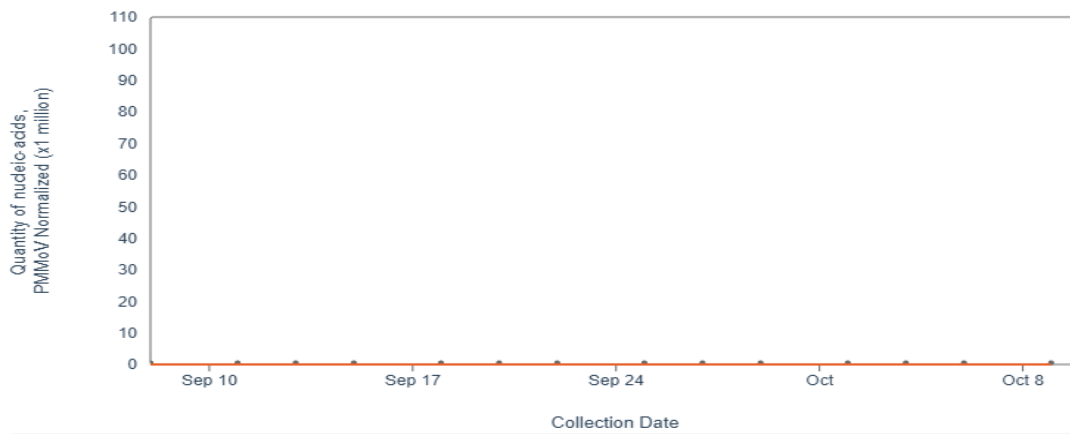
- Sample collected
- Indio, CA (Valley Sanitary District)

### Hepatitis A, Indio, CA



- Sample collected
- Indio, CA (Valley Sanitary District)

### Candida auris, Indio, CA



- Sample collected
- Indio, CA (Valley Sanitary District)

# PROGRAM TIMELINE

|                    |   |
|--------------------|---|
| Jun - Oct 2021     | US Dept. Health & Human Services (HHS) partnered with Biobot Analytics (12-week fully Funded Program)         |
| Oct - Dec 2021     | GTmolecular Labs (VSD sponsored)  |
| Jan - Apr 2022     | CDC National Wastewater Surveillance System (NWSS) partnership with LuminUltra (12-week fully Funded Program) |
| Jan - Jul 2022     | Biobot Network (6-month fully Funded Program)   |
| Apr 22 - Sep 23    | CDC NWSS Partnership with Biobot Analytics (fully Funded Program)   |
| Aug 2022 - ongoing | WastewaterScan: Stanford Initiative partnered with Verily Life Sciences (18-month Stipend funded program)     |
| Oct 23 - ongoing   | CDC NWSS Partnership with Verily Life Sciences (fully Funded Program)   |

## Upcoming Projects:

- Requests to participate in upcoming EPA Grant studying “Anti-microbial resistance and wastewater treatment” in understanding environmental burdens and public health impacts of municipal wastewater sources and biosolids use in the environment.
- Project Team: Arizona State University, Virginia Tech, University of South Florida, West Virginia University, and Emory.



**Valley Sanitary District**

**DATE:** November 14, 2023  
**TO:** Board of Directors  
**FROM:** Holly Gould, Clerk of the Board  
**SUBJECT:** DRAFT MINUTES OF THE BUDGET & FINANCE COMMITTEE MEETING - NOVEMBER 7, 2023

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**Suggested Action**

Discuss

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

There is no fiscal impact from this report.

**Environmental Review**

This does not qualify as a project for the purposes of CEQA.

**Background**

Attached are the draft minutes of the Budget & Finance meeting held on November 7, 2023.

**Recommendation**

Staff recommends that the Board receive an update from the Budget & Finance Committee members.

**Attachments**

[07 Nov 2023 Meeting Minutes.edited.doc](#)

**VALLEY SANITARY DISTRICT  
BUDGET & FINANCE COMMITTEE MEETING MINUTES  
November 7, 2023**

A regular meeting of the Valley Sanitary District (VSD) Budget & Finance Committee was held at 45-500 Van Buren Street in Indio, California, on Tuesday, November 7, 2023.

**1. CALL TO ORDER**

Chairperson Debra Canero called the meeting to order at 1:00 p.m.

**2. ROLL CALL**

Directors Present:  
Chairperson Debra Canero  
Committee Member Scott Sear

Staff Present:  
Jason Dafforn, General Manager; Jeanette Juarez, Chief Administrative Officer; and  
Holly Gould, Clerk of the Board

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

*The public comment on any item not appearing on the agenda. Please notify the Secretary before the meeting if you wish to speak on a non-hearing item.*

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None.

**5. DISCUSSION / ACTION ITEMS**

**5.1 Approve Minutes for the September 5, 2023, Budget & Finance Committee Meeting**

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Committee Member Sear motioned to approve the minutes of the September 5, 2023, Budget & Finance Committee Meeting. Chairperson Canero seconded the motion. The motion carried unanimously.

**5.2 Information Regarding Progress of the Fiscal Year 2022/23 Annual Audit**

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Jeanette Juarez, Chief Administrative Officer, gave an update on the Fiscal Year 2023 audit. The auditors completed their onsite fieldwork on August 28 and are on track to present the financials on December 12, 2023. The audit has gone very smoothly, and the final review of the financials is in progress.

5.3 Review and Discuss Video and Talking Points to be Presented at the City of Indio's State of the City Event

---

The District is a title sponsor for the upcoming Indio State of the City event. The sponsorship entitles VSD to two (2) minutes for a presentation. The Committee reviewed the video that will be presented at the event and the talking points that Ardurra provided for the Board President to use during her speech. The video will be sent to all the Board Members for review prior to the event and uploaded to the District's social media after the event.

**6. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 1:20 p.m. The next regular committee meeting will be on January 2, 2024.

Respectfully submitted,  
Holly Gould, Clerk of the Board  
Valley Sanitary District