



Board of Directors Regular Meeting
Tuesday, November 24, 2020 at 1:00 PM
Valley Sanitary District Board Room
45-500 Van Buren Street, Indio, CA 92201

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

Pursuant to the Governor's Executive Order N-25-20 issued March 4, 2020 and N-25-20 issued on March 18, 2020; the Board of Directors regular meeting will be conducted remotely through Zoom.

Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom registration link <https://zoom.us/j/98083442823> Meeting ID: 980 8344 2823. To listen by telephone please dial 669-900-9128 or 253-215-8782. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District's Clerk of the Board at hevans@valley-sanitary.org.

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. New Employee Introduction
 - Mark Wiseman, Operator-In-Training

2. PUBLIC COMMENT

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

on a non-hearing item.

3. CONSENT CALENDAR

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


- 3.1. Approve November 10, 2020 Regular Meeting Minutes 4 - 8
[3.1 10 Nov 2020 Meeting Minutes.pdf](#) 

- 3.2. Approve Warrants for November 3 to November 16, 2020 9
[3.2 Warrants for Nov 3 to Nov 16, 2020.pdf](#) 

- 3.3. Accept Monthly Financial Report for Period Ending October 31, 2020 10 - 14
[3.3 Staff Report Monthly Financial Report for October 2020.pdf](#) 
[3.3 Attachment A Combined Monthly Account Summary.pdf](#) 
[3.3 Attachment B Monthly Income Statement.pdf](#) 
[3.3 Attachment C Summary of cash and Investments for October 2020.pdf](#) 

- 3.4. Accept Grant of Easement and Authorize General Manager to Sign the Certificate of Acceptance and Easement Quitclaim Deed for Golf Center Business Park 15 - 29
[3.4 Staff Report Grant of Easement & Quitclaim VSD Sewer Easement.pdf](#) 
[3.4 Attachment A Certificate Of Acceptance.pdf](#) 
[3.4 Attachment B Grant of Easement.pdf](#) 
[3.4 Attachment C Quitclaim Deed.pdf](#) 

4. NON-HEARING ITEMS

- 4.1. Authorize General Manager to Sign the Memorandum of Understanding Regarding the Collaboration on the Coachella Valley Salt and Nutrient Management Plan 30 - 36
[4.1 Staff Report Salt and Nutrient Management Plan MOU.pdf](#) 

[4.1 Attachment A CV-SNMP Workplan MOU Final 20201105.pdf](#) 

- 4.2. Discuss Annual Employee Performance Bonus and Provide Direction 37 - 38

[4.2 Discuss Annual Employee Performance Bonus.pdf](#) 

- 4.3. Discuss Strategic Plan and Provide Direction 39 - 59

[4.3 Staff Report Strategic Plan Review.pdf](#) 

[4.3 Attachment A Objective Status Update.pdf](#) 

[4.3 Attachment B Strategic Plan 2020.pdf](#) 

5. GENERAL MANAGER'S ITEMS

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

6. COMMITTEE REPORTS

7. DIRECTOR'S ITEMS

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

8. INFORMATIONAL ITEMS

9. ADJOURNMENT

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

UNOFFICIAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING

November 10, 2020

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

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, November 10, 2020.

1. CALL TO ORDER

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

1.1 Roll Call

Directors Present:

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

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Ron Buchwald, Jeanette Juarez, Ian Wilson, Robert Hargreaves, Best Best & Krieger

Guests:

Frances Kuo, The Pun Group

1.2 Pledge of Allegiance

2. PUBLIC COMMENT

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

None.

3. CONSENT CALENDAR

3.1 Approve October 27, 2020 Regular Meeting Minutes

3.2 Approve Warrants for October 22 to November 2, 2020

3.3 Cancel Regular Board Meeting Scheduled for Tuesday, November 24, 2020, Due to Its Proximity to the Thanksgiving Holiday

3.4 Cancel Regular Board Meeting Scheduled for Tuesday, December 22, 2020, Due to Its Proximity to the Christmas Holiday

Items 3.3 and 3.4 were removed from the Consent Calendar for further discussion.

ACTION TAKEN:

MOTION: Director Coleman a motion to approve the consent calendar items 3.1 and 3.2 as presented. Vice President Sear seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2020-3058

3.3 Cancel Regular Board Meeting Scheduled for Tuesday, November 24, 2020, Due to Its Proximity to the Thanksgiving Holiday

After thorough discussion, the Board decided to move forward with the regularly scheduled board meeting of November 24, 2020.

ACTION TAKEN:

MOTION: Vice President Sear a motion to not cancel the Regular Board Meeting scheduled for November 24, 2020. Secretary Canero seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2020-3059

3.4 Cancel Regular Board Meeting Scheduled for Tuesday, December 22, 2020, Due to Its Proximity to the Christmas Holiday

After discussion it was decided to cancel the December 22, 2020 Regular Board Meeting and schedule a Special Board Meeting for December 29, 2020.

ACTION TAKEN:

MOTION: Secretary Canero a motion to cancel the Regular Board Meeting scheduled for December 22, 2020 and schedule a Special Board Meeting for December 29, 2020. Director Teague seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2020-3060

4. NON-HEARING ITEMS

4.1 Receive and File Comprehensive Annual Financial Report (CAFR) for the Valley Sanitary District for the Fiscal Years Ended June 30, 2020 and 2019

Frances Kuo of The Pun Group presented the Annual Audit Report to the Board. She explained the different sections of the audit. The auditors unmodified opinion stated that financial statements are fairly presented in all material respects, significant accounting policies have been consistently applied, estimates are reasonable, and disclosures are properly reflected in the financial statements. Other results found no disagreements with management, no material weaknesses in internal controls, and no accounting issues. The Board thanked her for the excellent report and thanked staff for doing such a great job.

ACTION TAKEN:

MOTION: Director Teague made a motion to receive the Annual Audit Report for Fiscal Year Ended June 30, 2020 as presented. Secretary

Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3061

4.2 Adopt a Disaster-Specific Resolution Designating Applicant's Agent

The State of California Governor's Office of Emergency Services (Cal OES) requires a resolution from the Board of Directors authorizing the CEO/General Manager or designee to file applications with Cal OES for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/state financial assistance under the California Disaster Assistance Act. This is a disaster specific resolution and is effective for only disaster number 4431 DR-CA. The approval of this item will ensure that Valley Sanitary District is able to receive funding from Cal OES for qualifying events.

ACTION TAKEN:

MOTION:

Secretary Canero made a motion to approve Resolution No. 2020-1139, which grants authorization to the CEO/General Manager or designee to file and execute the required documentation to apply for federal assistance and obtain funds. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

RESOLUTION NO. 2020-1139

4.3 Adopt a Universal Resolution Designating Applicant's Agenda

The State of California Governor's Office of Emergency Services (Cal OES) requires a resolution from the Board of Directors authorizing the CEO/General Manager or designee to file applications with Cal OES for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/state financial assistance under the California Disaster Assistance Act. This is a universal resolution and is effective for all open and future disasters out to three (3) years following the date of approval. The approval of this item will ensure that Valley Sanitary District is able to receive funding from Cal OES for qualifying events.

ACTION TAKEN:

MOTION:

Director Coleman made a motion to approve Resolution No. 2020-1140, which grants authorization to the CEO/General Manager or designee to file and execute the required documentation to apply for federal assistance and obtain funds. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

RESOLUTION NO. 2020-1140

- 4.4 Appoint Beverli A. Marshall, General Manager, to be the Representative from Valley Sanitary District to the CSRMA Board of Directors and Appoint Jeanette Juarez, Business Services Manager, as Alternate

Every CSRMA member agency has an opportunity to participate on the Board of Directors. Each District appoints its representative (and alternate) to the Board. At its meeting on November 12, 2019, the Board appointed the General Manager and the Administrative Services & Finance Manager to be representatives on behalf of VSD. The Administrative Services & Finance Manager has since retired, and the title was changed to Business Services Manager. In addition to representing VSD on the CSRMA Board of Directors, there is the possibility of sitting on the Workers' Compensation standing committee, should an opening occur. Staff recommends that the Board of Directors appoint Beverli A. Marshall to be the representative from VSD to the CSRMA Board of Directors and appoint Jeanette Juarez as alternate.

ACTION TAKEN:

MOTION: Director Teague made a motion to appoint Beverli A. Marshall to be the representative from VSD to the CSRMA Board of Directors and appoint Jeanette Juarez as alternate. Director Coleman seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None

MINUTE ORDER NO. 2020-3062

5. GENERAL MANAGER'S ITEMS

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

5.1 Monthly General Manager's Report – October

- Administrative Services
- Operations & Maintenance
- Development Services
- Collection Services
- CIP Project Update

6. COMMITTEE REPORTS

6.1 Budget & Finance Committee – Draft November 3, 2020 Regular Meeting Minutes

Jeanette Juarez, Business Services Manager, gave an overview of the Budget & Finance Committee meeting of November 3, 2020.

7. DIRECTOR'S ITEMS

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

The director discussed putting the Zoom meetings on YouTube and if a policy would be needed to do so. Also, would like to look into Microsoft Surfaces or Windows 10 laptops for the directors.

8. INFORMATIONAL ITEMS

8.1 November 19, 2020 is United Nations World Toilet Day. This year's theme is *Sustainable Sanitation and Climate Change*. To learn more, go to <https://www.worldtoiletday.info/>.

9. PUBLIC COMMENT

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

None.

10. COVENVE IN CLOSED SESSION

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

10.1 Pursuant to Government Code Section 54957
Threat to Public Services or Facilities
Consultation with; General Manager

The Board adjourned to closed session at 2:11 p.m.

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

The board reconvened to open session at 3:03 p.m. President Duran stated there was nothing to report.

12. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:03 p.m. The next regular board meeting will be held November 24, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
November 24, 2020

38762 E.S. Babcock & Sons, Inc.	Biosolids-Class B	\$361.00
38763 AIC Coating Services, Inc.	Inspection of Clarifier	\$260.00
38764 Alliance Integration	Cleaned Smoke Detectors	\$187.50
38765 Analytical Technology, Inc.	Pump Drive and Tubing	\$326.25
38766 Anna Bell	Shoe Allowance Reimbursement	\$56.91
38767 Around The Clock Call Center	Call Center Service for November 2020	\$121.00
38768 Associated Time Instruments	AOD for Oct 2020	\$291.84
38769 Best, Best & Krieger	General Legal Services Sept-Oct 2020	\$5,226.84
38770 Caltest Analytical Laboratory	Monthly Samples	\$820.20
38770 Caltest Analytical Laboratory	Priority Pollutants/CTR Testing	\$2,431.25
38771 Carquest Auto Parts	New Charges as of 10/31/2020	\$353.86
38772 Dept. of Motor Vehicles	Pull Notices	\$5.00
38773 Desert Hose & Supply	Nozzle and Valve	\$27.85
38773 Desert Hose & Supply	Gate Valve for Headworks	\$197.07
38773 Desert Hose & Supply	Stainless Clamps	\$15.92
38773 Desert Hose & Supply	Garden Hose Nozzle, Fuel Filter	\$112.93
38773 Desert Hose & Supply	Full Port Ball Valve	\$86.95
38774 Desert Steel Supply	SQ Tubing	\$311.03
38775 Engineering Solutions Services	Grant Writing Services June 2020	\$1,380.00
38775 Engineering Solutions Services	Grant Writing Services July 2020	\$562.50
38775 Engineering Solutions Services	Grant Writing Services - Aug - Oct 2020	\$11,915.00
38776 Haaker Equipment Company	VA 2110 4th QTR Maint Service	\$2,642.91
38776 Haaker Equipment Company	VA 2112P 4th QTR Maint Service	\$3,310.81
38777 Hach Company	Ammonia 25 PK	\$257.51
38778 Innovative Document Solutions	Copier Maintenance for October 2020	\$215.04
38779 Kaman Industrial Technologies	Sheave and Bushings	\$176.21
38779 Kaman Industrial Technologies	Banded V Belt	\$1,111.62
38780 McMaster-Carr Supply Co.	Fork Extensions and Tie Down	\$721.43
38780 McMaster-Carr Supply Co.	Screws and Stainless Steel Springs	\$57.01
38780 McMaster-Carr Supply Co.	Jack Chain and Steel Round Rings	\$41.42
38780 McMaster-Carr Supply Co.	SS Extension Spring with Hook Ends	\$30.26
38781 Parkhouse Tire Services, Inc.	Vactor Tires and Roadside Service	\$2,622.24
38782 Powerstride Battery Co.	Cart Battery Replacement	\$51.15
38783 Pyro-Comm Systems	Fire Alarm Monitoring 11/1/2020-1/31/2021	\$135.00
38784 RACO Manufacturing & Engineering Co.	Alarm Agent Radio & Motherboard	\$1,361.56
38785 SC Fuels	Fuel Delivery 11/02/2020	\$2,714.46
38786 State Water Resources Control Board	OIT Cert Application Fee	\$125.00
38787 Swains Electric Motor Service	5HP Motor and Pump	\$2,122.81
38788 The Pun Group	Final Billing FY19/20 Audit	\$5,500.00
38789 Tops 'N Barricades Inc.	Cones	\$322.99
38789 Tops 'N Barricades Inc.	Safety Vests	\$154.44
38790 Univar Solutions	Sodium Bisulfite del. 11/3/2020	\$6,990.52
38790 Univar Solutions	Sodium Hypochlorite Delivery 11/05/2020	\$6,795.43
38791 UPS	Shipping Services through 11/07/2020	\$25.92
38792 Willdan Financial Services	AD 2004-VSD FY2020/21	\$4,500.00
38793 William Horton Truck Repair, LLC	Smoke Test for Vactors	\$150.00
202011101 Indio Water Authority	Water for September 2020	\$1,080.89
202011102 Burrtec Waste & Recycling Svcs	Grit Removal for October 2020	\$2,004.59
202011103 Burrtec Waste & Recycling Svcs	Trash Service for November 2020	\$241.21
202011104 SPOK, Inc.	Pager Service for November 2020	\$23.93
202011151 Time Warner Cable	Telephone Service for November 2020	\$1,149.43
202011152 Umpqua Bank	New Charges for October 2020	\$6,287.52
202011161 SoCal Gas	Gas Service for October 2020	\$127.91
202011191 CalPERS 457	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$1,000.00
202011192 CalPERS Retirement	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$18,587.41
202011201 Indio Water Authority	Hydrant Service (Average) for September 2020	\$568.67
202011202 Paychex - Direct Deposit	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$71,851.87
202011203 Paychex - Fee	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$167.22
202011204 Paychex - Garnishment	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$210.46
202011205 Paychex - Tax	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$31,025.57
202011206 Vantage Point Transfer Agents - ICMA	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$1,495.00
202011207 Nationwide Retirement Solution	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$1,535.00
202011208 MassMutual	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$10.00
		\$204,553.32



**Valley Sanitary District
Board of Directors Meeting
November 24, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: Monthly Revenue & Expense Report for the Period Ending October 31, 2020

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

Executive Summary

The purpose of this report is to present the monthly revenue and expenses to the Board and the public for the District for the month of October 2020.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5: Long-Term Financial Strength.

Fiscal Impact

There is no fiscal impact from this report.

Background

The adopted Comprehensive Budget for Fiscal Year 2020/21 includes \$13.9 million in revenues, \$8.8 million in Operating & Maintenance expenditures, and \$10.32 million in CIP expenditures. Attached please find the expenditures (Attachment A) and revenue (Attachment B) for the period ending October 31, 2020, which represents 33% of the fiscal year. Fiscal year to date, the District has received \$11,515,875 in revenue and expended \$2,309,217. The cash balances in the various accounts are presented in the attached Summary of Cash and Investments report (Attachment C).

Recommendation

Staff recommends that the Board accept the Revenue and Expense report for the period ending October 31, 2020.

Attachments

- Attachment A: Combined Monthly Account Summary for October 2020
- Attachment B: Monthly Income Summary for October 2020
- Attachment C: Summary of Cash and Investments for October 2020

Valley Sanitary District

Combined Monthly Account Summary

October 2020 (UNAUDITED)

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Operating Expenses					
Salaries	217,708	891,135	2,746,625	32 %	1,855,490
Callout	895	3,028	16,200	19 %	13,172
Group dental/vision	2,776	11,258	20,466	55 %	9,208
Group disability	740	2,995	9,640	31 %	6,645
Group health	36,513	145,437	469,709	31 %	324,272
Group life	527	2,109	7,030	30 %	4,921
Longevity	2,677	12,162	37,900	32 %	25,738
Overtime	135	4,177	23,800	18 %	19,623
Payroll taxes	15,659	65,012	216,300	30 %	151,288
Retirement	21,947	87,755	297,400	30 %	209,645
Standby	2,880	11,644	37,500	31 %	25,856
Workers comp	3,727	16,733	56,020	30 %	39,287
Certifications	630	2,168	12,810	17 %	10,642
Chemicals	34,669	135,447	392,560	35 %	257,113
Clothing/Safety	1,574	7,341	27,750	26 %	20,410
Comprehensive insurance	25,678	102,714	308,300	33 %	205,586
Contract services	44,935	130,122	601,485	22 %	471,363
County charges	62	(188)	22,000	(1)%	22,188
Directors' fees	4,000	13,500	46,500	29 %	33,000
Election	0	0	70,000	0 %	70,000
Electricity	47,060	197,828	607,750	33 %	409,922
Gas/Oil	2,377	11,795	52,000	23 %	40,205
Memberships/Subscriptions	1,355	15,981	41,495	39 %	25,514
Natural gas	128	513	6,000	9 %	5,487
Office expense	1,331	4,204	16,000	26 %	11,796
Operating supplies	20,873	60,238	215,200	28 %	154,962
Other expenses	127	4,297	50,000	9 %	45,703
Permits & fees	5	19,535	93,650	21 %	74,115
Professional/Legal	15,148	54,517	212,750	26 %	158,233
Publications	33	79	2,000	4 %	1,921
Repairs/Maintenance	92,024	238,914	604,120	40 %	365,206
Research & monitoring	5,562	19,689	100,000	20 %	80,311
Small tools	0	1,994	33,500	6 %	31,506
Telephone	1,742	6,950	20,500	34 %	13,550
Trash collection	2,246	9,760	25,500	38 %	15,740
Travel/Mtgs/Ed	3,181	10,790	104,000	10 %	93,210
Water	1,812	7,583	21,500	35 %	13,917
Total Expenses	612,737	2,309,217	7,625,960	30 %	5,316,743

Valley Sanitary District
Combined Monthly Account Summary
 October 2020 (UNAUDITED)

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Capital Expenses					
Capital O & M Fund 11	0	0	140,000	0 %	140,000
Capital Replacement Fund 12	151,514	386,523	9,894,743	4 %	9,508,220
Capital Improvement Fund 13	0	0	2,549,877	0 %	2,549,877
Total Capital Expenses	151,514	386,523	12,584,620	3 %	12,198,097

Valley Sanitary District

Monthly Income Summary

October 2020 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	\$39,160	\$11,273,441	\$11,979,000	94 %	\$705,559
Permit & Inspection Fees	\$3,125	\$10,895	\$15,000	73 %	\$4,105
Saddles/Disconnect Fees	\$0	\$80	\$0	0 %	(\$80)
Plan Check Fees	\$1,575	\$3,625	\$10,000	36 %	\$6,375
Other Services	\$0	\$0	\$1,800	0 %	\$1,800
Sale of Surplus Property	\$14,313	\$14,731	\$0	0 %	(\$14,731)
Taxes - Current Secured	\$0	\$0	\$700,000	0 %	\$700,000
Taxes - Current Unsecured	\$24,961	\$24,961	\$25,000	100 %	\$39
Taxes - Prior Secured	\$0	\$0	\$6,000	0 %	\$6,000
Supple Prop. Taxes - Current	\$0	\$0	\$6,000	0 %	\$6,000
Supple Prop. Taxes - Prior	\$0	\$0	\$2,000	0 %	\$2,000
Homeowners Tax Relief	\$0	\$0	\$6,000	0 %	\$6,000
Interest Income	\$37,505	(\$50,708)	\$300,000	(17)%	\$350,708
Unrealized gains (losses)	(\$1,063)	(\$1,065)	\$0	0 %	\$1,065
Non-Operating Revenues - Fnd 11	\$71	\$142	\$500	28 %	\$358
Interest Income	\$55,319	(\$71,891)	\$0	0 %	\$71,891
Connection Fees	\$71,568	\$328,766	\$748,000	44 %	\$419,235
Interest Income	\$14,288	(\$17,102)	\$100,000	(17)%	\$117,102
Total Revenues	\$260,821	\$11,515,875	\$13,899,300	83 %	\$2,383,425

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 10/01/2020 TO 10/31/2020 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

LAIF Fund 4 - Agency Fund		
Beginning Balance (Fund 4)	217,721	
Net Transfer from (to) Fund 11	(5,275)	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 0.84%)	468	
Fund 04 Ending Balance	212,914	
LAIF Fund 6 - Wastewater Revenue Refunding Bonds		
Beginning Balance (Fund 6)	2,781	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 0.84%)	6	
Fund 06 Ending Balance	2,787	
LAIF Fund 11 - Operating Fund		
Beginning Balance (Fund 11)	17,037,656	
Net Transfer from (to) Fund 04	5,275	
Net Transfer from (to) Fund 06	0	
Net Transfer from (to) Fund 12	151,514	
Net Transfer from (to) Fund 13	(59,051)	
Fund Transfer from (to) LAIF - WF	(600,000)	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 0.84%)	36,604	
Fund 11 Ending Balance	16,571,999	
LAIF Fund 12 - Reserve Fund		
Beginning Balance (Fund 12)	25,748,107	
Net Transfer from (to) Fund 11	(151,514)	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 0.84%)	55,319	
Fund 12 Ending Balance	25,651,912	
LAIF Fund 13 - Capital Improvement Fund		
Beginning Balance	6,650,151	
Connection Fees	71,568	
(Disbursements) or Reimbursements	(12,518)	
Net Transfer from (to) Fund 11	59,051	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 0.84%)	14,287	
Fund 13 Ending Balance	6,723,489	
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13	49,163,100	

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	1,674,496	
Deposits	379,320	
Fund Transfer from (to) LAIF (net)	600,000	
Disbursements and Payroll	(822,289)	
Wells Fargo Ending Balance	1,831,527	

CALTRUST - FUND 11

Beginning Balance	1,094,502	
Unrealized Gain / <Loss>	(1,063)	
Interest Income	901	
CalTRUST Ending Balance	1,094,340	

TOTAL WELLS FARGO AND CALTRUST CHECKING

2,925,867

TOTAL CASH AND INVESTMENTS **52,088,967**

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

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



**Valley Sanitary District
Board of Directors Meeting
November 24, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: **Accept a Grant of Easement and Authorize the General Manager to Sign a Certificate of Acceptance and Sign an Easement Quitclaim Deed for Golf Center Business Park**

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss the acceptance of a new grant of easement for sewer main purposes as well as record a quitclaim deed for a sewer easement no longer needed.

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact from the recommended action.

Background

In 2002, the Golf Center Business Park located at Golf Center Parkway and Avenue 45 was being developed. This development was created in two phases with several parcels. This required the need for public sewer mains within the development to serve each parcel. A grant of easement to VSD was recorded on the first phase of development prior to construction. During construction and for reasons unknown, the location of the sewer main deviated from the original location as may happen due to unforeseen circumstances and was located outside the easement that was recorded.

When phase two began development in 2004, the developer found that the existing sewer main it needed to connect to was not located in the recorded easement. The sewer main for phase two was constructed but due to the error in the first easement the second easement was never recorded. Therefore, VSD has sewer mains on private property that are not within a protected sewer main easement.

In 2019, TKB wanted to develop the parcel south of Golf Center Business Park. The closest public sewer main to connect to is the sewer main in the Golf Center Business Park. Their research along with our plan check process revealed the lack of VSD easements. Coincidentally, this same error happened to the Indio Water Authority for their water mains and meters.

VSD reached out to the Golf Center Business Park and shared our information with them. Fortunately, they agreed to record a new grant of easement to cover the existing sewer mains within their development. Over the course of the past few months, staff along with legal counsel negotiated a new easement agreement with them. They have signed and notarized the Grant of Easement which is included for your review.

With a new and corrected easement being established, the existing easement is no longer needed or useful. A quitclaim deed was prepared to remove this easement. The deed needs to be signed and notarized by the General Manager before being recorded.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to sign the Certificate of Acceptance for the grant of easement and to sign and notarize the attached Easement Quitclaim Deed for recording purposes.

Attachment A: Certificate of Acceptance

Attachment B: Grant of Easement and associated Exhibits

Attachment C: Quitclaim Deed and associated Exhibits

CERTIFICATE OF ACCEPTANCE
OF GRANT OF EASEMENT

This Certificate of Acceptance pertains to the interest in real property conveyed by the Grant of Easement dated November 13, 2020.

From: Golf Center Business Park Owners Association on Behalf of Golf Center Business Park, A Commercial Condominium Project (“Grantor”)

To: Valley Sanitary District (“Grantee”)

Said Easement Grant Deed is hereby accepted by the undersigned officer on behalf of the Grantee pursuant to authority conferred by the Grantee’s governing board.

The Grantee hereby consents to recordation of such Grant Deed.

Dated: _____

VALLEY SANITARY DISTRICT

By: _____

Beverli A. Marshall, CSDM
General Manager

Recording Requested by:)
 Valley Sanitary District)
)
 When Recorded, Mail to:)
 General Manager)
 Valley Sanitary District)
 45-500 Van Buren)
 Indio, CA 92201)
For the benefits of the District)
 ONLY

SPACE ABOVE FOR RECORDERS USE

GRANT OF SANITARY SEWER EASEMENT

Assessor's Parcel No(s).
611-341-017, 611-341-043 & 611-340-061

Project: Golf Center Business Park

GOLF CENTER BUSINESS PARK OWNERS ASSOCIATION ON BEHALF OF GOLF CENTER BUSINESS PARK, A COMMERCIAL CONDOMINIUM PROJECT, its successors and assigns, ("GRANTOR"), hereby grants to the VALLEY SANITARY DISTRICT (VSD), a governmental entity and its successors and assigns, ("GRANTEE"), a perpetual exclusive easement and right-of-way upon, in, across, over, and under the lands described below, to erect, install, construct, repair, replace, and maintain sewer pipeline(s) and/or mains, manholes, sewer lateral pipelines, and all structures and appurtenances incidental thereto, (hereinafter "pipeline(s) and related facilities"), above and below ground, at such location(s) within the easement as GRANTEE may from time to time determine.

Said easement is located in the City of Indio, County of Riverside, State of California, and is more particularly described on Exhibits A and B attached hereto and incorporated herein by this reference.

GRANTOR grants the right of unconditional ingress and egress to GRANTEE to and from said easement by reasonable routes to carry out the purposes of this easement, together with the right to use the easement for GRANTEE's access to adjacent property.

GRANTOR reserves to itself, and its successors and assigns, the right of ingress and egress across the easement surface at all times except during construction, repair, or maintenance of the pipeline(s) and related facilities. GRANTOR additionally reserves to itself and its successors and assigns the right to erect and maintain gate(s) within or to the easement as long as GRANTEE is provided with a key at all times to said gate(s), if locked.

GRANTOR shall keep the easement graded flat and unobstructed at all times, and shall not plant any new landscaping (including trees), or construct any new structures or improvements (including paving) within the easement without the prior written consent of GRANTEE. Existing improvements have already been approved by GRANTEE. GRANTOR will be responsible for all such landscaping or improvements (including

paving) consented to by GRANTEE within the easement and GRANTEE will not be liable for any damage thereto.

Thereafter, GRANTOR shall maintain said surface improvements in good condition at all times and GRANTEE shall maintain said pipeline(s) and related facilities in good condition at all times.

Notwithstanding any consent granted by GRANTEE, GRANTEE shall have the right, upon reasonable notice, to remove any such landscaping or other improvements, including paving, as necessary for maintenance or repair purposes, or which interfere with GRANTEE's ability to otherwise exercise its rights under this easement, provided that GRANTEE shall repair and/or replace any paving removed or damaged by resurfacing the immediate area as near as practicable to its preexisting condition. Further notwithstanding any consent granted, GRANTEE shall have the right, at its sole expense, to permanently trim or permanently remove any landscaping or other improvement within the easement that unreasonably interferes with GRANTEE's ongoing exercise of its easement rights and GRANTOR waives any right to compensation with respect to any such permanent removal.

All terms and conditions of this easement shall be binding upon the parties, their successors and assigns. The benefits and burdens herein are intended, and shall, run with the land. In the event of litigation to interpret or enforce the terms and provisions of this easement, the prevailing party shall be entitled to recover reasonable attorney fees, expert fees, including engineering fees, and investigative fees, in addition to costs. This easement represents the entire agreement between the parties and shall not be modified except by a written instrument signed by the parties and recorded.

GRANTEE agrees to indemnify and hold harmless GRANTOR and its members and managers from and against any and all claims, actions, damages, liability and expenses (including reasonable attorney's fees) in connection with damage to property or bodily injury arising out of GRANTEE'S use of Easement Area or the property adjoining the Easement Area, except to the extent such damage arises from the negligence or willful misconduct of GRANTOR or GRANTOR's Permittees.

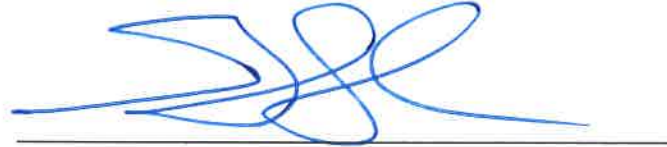
GRANTOR agrees to indemnify and hold harmless GRANTEE from and against any and all claims, actions, damages, liability and expenses (including reasonable attorney's fees) in connection with damage to property or bodily injury arising out of the actions of GRANTOR in connection with the easement or the pipeline and related facilities except to the extent such injury or damage arises from the negligence or willful misconduct of GRANTEE or GRANTEE's permittees.

GRANTOR expressly warrants and represents that it has the power to grant this easement in accordance with its terms.

[SIGNATURES CONTINUED ON NEXT PAGE]

IN WITNESS WHEREOF, GRANTOR executed this Easement on this 13th day of November, 2020.

GOLF CENTER BUSINESS PARK OWNERS ASSOCIATION
ON BEHALF OF GOLF CENTER BUSINESS PARK, A
COMMERICAL CONDOMINIUM PROJECT



GRANTOR SIGNATURE

Brett L. Anderson, President
PRINT NAME AND TITLE

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On 11-13-2020, before me, MARY E. Steele ^{Notary} Public (here insert the name and title of the officer), personally appeared Brett L. Anderson, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Mary E Steele
Notary Public



EXHIBIT "A"
LEGAL DESCRIPTION
SEWER PIPELINE EASEMENT

Those certain parcels of land located in the City of Indio, County of Riverside, State of California, being those portions of Parcel 1 of Parcel Map No. 30118, as shown by a map on file in Book 203 of Parcel Maps, pages 96 through 98 inclusive, Records of said County of Riverside, being various strips of land, 20.00 feet in width, lying 10.00 feet on each side of the following described centerlines:

STRIP 1

COMMENCING at the northeast corner of said Parcel 1 as shown on said Parcel Map;

Thence along the northerly line of said Parcel 1 South 89°48'08" West a distance of 48.00 feet to a line parallel with and 48.00 feet westerly of the easterly line of said Parcel 1, said point also being the **POINT OF BEGINNING**;

Thence along said parallel line South 00°19'34" East a distance of 160.42 feet to a point hereinafter referred to as **POINT "A"**;

Thence continuing along said parallel line South 00°19'34" East a distance of 345.30 feet to a point hereinafter referred to as **POINT "B"**;

Thence continuing along said parallel line South 00°19'34" East a distance of 180.02 feet to the southerly limit of "Module C" of "Condominium Plan for Golf Center Business Park - Phase 2" recorded June 9, 2006 as Doc. #2006-0420239 of Official Records of said County, said point being the **POINT OF TERMINATION** of **STRIP 1**.

The sidelines of the aforementioned STRIP 1 shall be lengthened or shortened so as to terminate northerly in the northerly line of said Parcel 1 and so as to terminate southerly in the southerly line of said "Module C".

STRIP 2

BEGINNING at the aforementioned **POINT "A"**;

Thence South 89°40'46" West a distance of 242.17 feet;

Thence South 25°52'25" West a distance of 276.67 feet to the **POINT OF TERMINATION**.

The sidelines of the aforementioned STRIP 2 shall be shortened so as to terminate easterly in the westerly line of the aforementioned STRIP 1.

(NOTE: DESCRIPTION IS CONTINUED ON PAGE 2)

(NOTE: DESCRIPTION IS CONTINUED FROM PAGE 1)

STRIP 3

BEGINNING at the aforementioned **POINT "B"**;

Thence South 89°40'46" West a distance of 412.07 feet;

Thence South 25°52'25" West a distance of 147.00 feet;

Thence South 64°07'35" East a distance of 23.00 feet;

Thence South 25°52'25" West a distance of 22.04 feet to the southerly line of the aforementioned "Module C" and the **POINT OF TERMINATION**.

The sidelines of the aforementioned STRIP 3 shall be shortened so as to terminate easterly in the westerly line of the aforementioned STRIP 1 and shall be lengthened or shortened so as to terminate southerly in the southerly line of said "Module C".

ALL TOGETHER CONTAINING: 35,771 Square Feet (0.82 Acres), more or less.

SUBJECT TO all Covenants, Rights, Rights-of-Way and Easements of record.

Graphically depicted on 'EXHIBIT "B" – PLAT', attached hereto and by this reference made a part hereof.

This legal description was prepared by me or under my direction.



Benjamin Daniel Egan, PLS 8756
Prepared: January 22, 2020

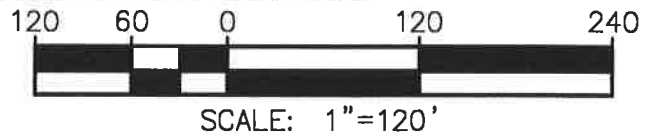


EXHIBIT "B"

PLAT - SEWER LINE EASEMENT

LEGEND

- C/L 20' EASEMENT
- 20' EASEMENT

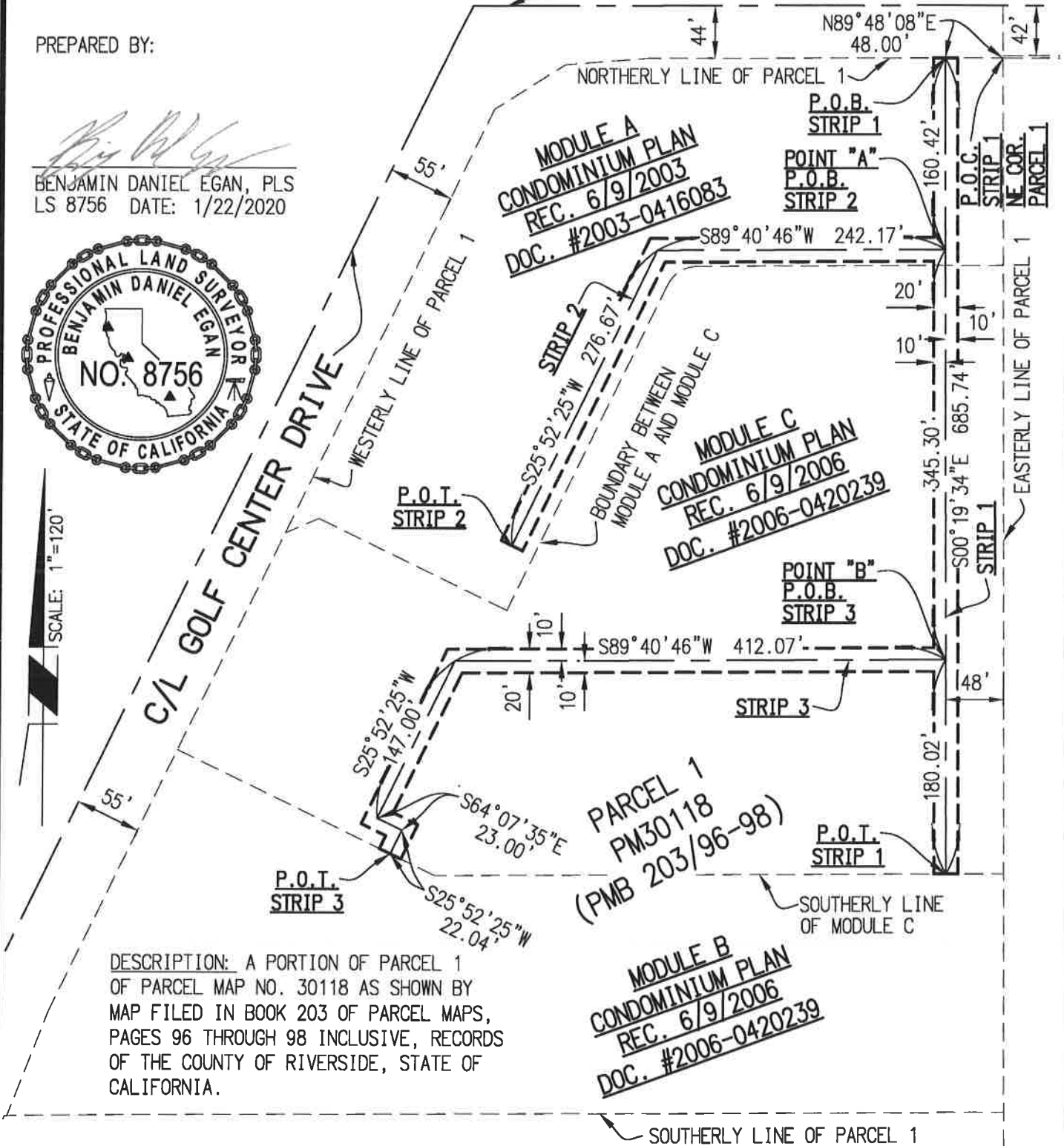


PREPARED BY:

Benjamin Daniel Egan
 BENJAMIN DANIEL EGAN, PLS
 LS 8756 DATE: 1/22/2020



C/L AVENUE 45



DESCRIPTION: A PORTION OF PARCEL 1 OF PARCEL MAP NO. 30118 AS SHOWN BY MAP FILED IN BOOK 203 OF PARCEL MAPS, PAGES 96 THROUGH 98 INCLUSIVE, RECORDS OF THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

Recording Requested by:)
 Valley Sanitary District)
)
 When Recorded, Mail to)
 District Engineer)
 Valley Sanitary District)
 45-500 Van Buren)
 Indio, CA 92201)
For the benefits of the District) SPACE ABOVE FOR RECORDERS USE ONLY

QUITCLAIM OF SANITARY SEWER EASEMENT

Assessor's Parcel No(s).
611-341-017, 611-341-043

Project: Golf Center Business Park

For a valuable consideration, the receipt of which is hereby acknowledged, **VALLEY SANITARY DISTRICT (VSD), a governmental entity and its successors and assigns**, does hereby remise, release and forever quitclaim to:

GOLF CENTER BUSINESS PARK OWNERS ASSOCIATION ON BEHALF OF GOLF CENTER BUSINESS PARK, A COMMERCIAL CONDOMINIUM PROJECT, its successors and assigns

That certain Grant of Easement for Sanitary Sewer Purposes recorded February 19, 2003 as Doc. # 2003-116890 of Official Records of the County of Riverside, State of California.

A copy of said Easement is Attached hereto as Exhibit "A", and by this reference made a part hereof.

Note: The Easement in Question has technical errors and does not align with the existing improvements. It is being Quitclaimed in its entirety and replaced by a new easement to be subsequently recorded.

IN WITNESS WHEREOF, VALLEY SANITARY DISTRICT (VSD), a governmental entity by its Board of Directors has caused this Quitclaim Deed to be executed on its behalf by its General Manager, this _____ day of _____, _____.

VALLEY SANITARY DISTRICT (VSD), a governmental entity and its successors and assigns,

 QUITCLAIMANTS SIGNATURE

 PRINT NAME AND TITLE

Exhibit "A"

Copy of that certain Grant of Easement for Sanitary Sewer Purposes recorded February 19, 2003 as Doc. # 2003-116890 of Official Records of the County of Riverside, State of California.

No Recording Fees Required by
Government Code Section 2783

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

VALLEY SANITARY DISTRICT
45-500 Van Buren Street
Indio, CA 92201



1	4
	✓ T U

GRANT OF EASEMENT

THIS INDENTURE, made and entered into this 17th day of January, 2003, by and between Golf Center Business Park, LLC, a California Limited Liability Company, Grantor, and VALLEY SANITARY DISTRICT, Grantee.

WITNESSETH: For a valuable consideration the Grantor does hereby grant unto the Grantee the easement and right of way to establish, construct and maintain for all time a public sewer or sewers and appurtenances in, through, on and along that certain real property situated in the County of Riverside, more particularly described as follows:

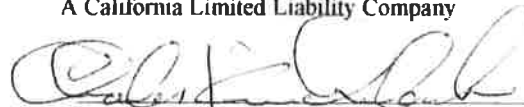
See Exhibit "A" and Exhibit "B" attached.

THIS GRANT is made by the Grantor under the full understanding and condition that the Grantee, by acceptance of this grant, has the right to remove all things thereon that interfere with the purpose for which said easement is granted. Further, it is agreed by the Grantor that any structure placed upon, or tree, plant or shrub planted on, along, or adjacent to said easement which injures the sewer or interferes with the maintenance thereof shall be removed by the Grantor at his/her/its expense when notified in writing to do so by the Grantee. Further, it is understood that connections to such public sewer or sewers constructed on the real property described above may be made only upon strict compliance with such rules and regulations as Grantee shall adopt from time to time and keep on file in the office of its secretary.

TO HAVE AND HOLD unto the Grantee forever for the sole object and purpose of constructing and maintaining thereon a public sewer or sewers and appurtenances thereto. Grantee's rights shall include the right to construct and maintain service roads, manholes, pumping stations, and service connection structures appurtenant to said line or lines of trunk sewer pipe which structures may extend above the surface of the ground.

Golf Center Business Park, LLC
A California Limited Liability Company

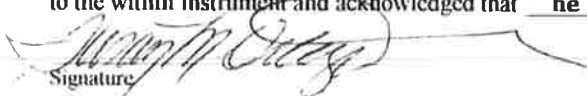
Dated: 1-17-03



Charles Knickerbocker
Managing Member GRANTOR

STATE OF CALIFORNIA
COUNTY OF RIVERSIDE

On January 17 2003 before me, the undersigned, a Notary Public in and for said County and State, personally appeared Charles Knickerbocker, known to me to be the person is whose name is subscribed to the within instrument and acknowledged that he executed the same.


Signature

(SEAL)

SUSAN M ORTEGA
Name (Typed or Printed)
Notary Public in and for Said County and State

Phase 1 / 8854



EXHIBIT "A"

ALL THAT CERTAIN PROPERTY SITUATED IN THE CITY OF INDIO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

THAT PORTION OF PARCEL 1 OF PARCEL MAP NO. 30118, AS RECORDED IN MAP BOOK 203, PAGES 96 THROUGH 98 OF PARCEL MAPS, RECORDS OF RIVERSIDE COUNTY, CALIFORNIA, BEING DESCRIBED AS FOLLOWS:

A STRIP OF LAND 20.00 FEET WIDE LYING 10.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT THE NORTHEAST CORNER OF SAID PARCEL 1, SAID POINT ALSO BEING ON THE SOUTHERLY RIGHT OF WAY LINE OF AVENUE 45 (44 FOOT HALF WIDTH);

THENCE ALONG SAID SOUTHERLY LINE, SOUTH 89°48'08" WEST A DISTANCE OF 89.58 FEET TO THE TRUE POINT OF BEGINNING;

THENCE LEAVING SAID LINE, SOUTH 00°19'14" EAST A DISTANCE OF 160.42 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "A";

THENCE CONTINUING SOUTH 00°19'14" EAST A DISTANCE OF 37.67 FEET;

THENCE RETRACING, NORTH 00°19'14" WEST A DISTANCE OF 37.67 FEET TO SAID POINT "A";

THENCE NORTH 89°40'46" WEST A DISTANCE OF 242.17 FEET;

THENCE SOUTH 25°52'25" WEST A DISTANCE OF 271.42 FEET TO ITS POINT OF TERMINUS;

THE SIDELINES OF SAID 20.00 FOOT EASEMENT ARE TO BE PROLONGED OR SHORTENED TO CREATE A FULL 20.00 FOOT EASEMENT OF ALL INTERSECTING COURSES.

PREPARED UNDER THE SUPERVISION OF:

WARNER ENGINEERING



WILLIAM H. WARNER, RCE 23256
REG. EXP. 12/31/05

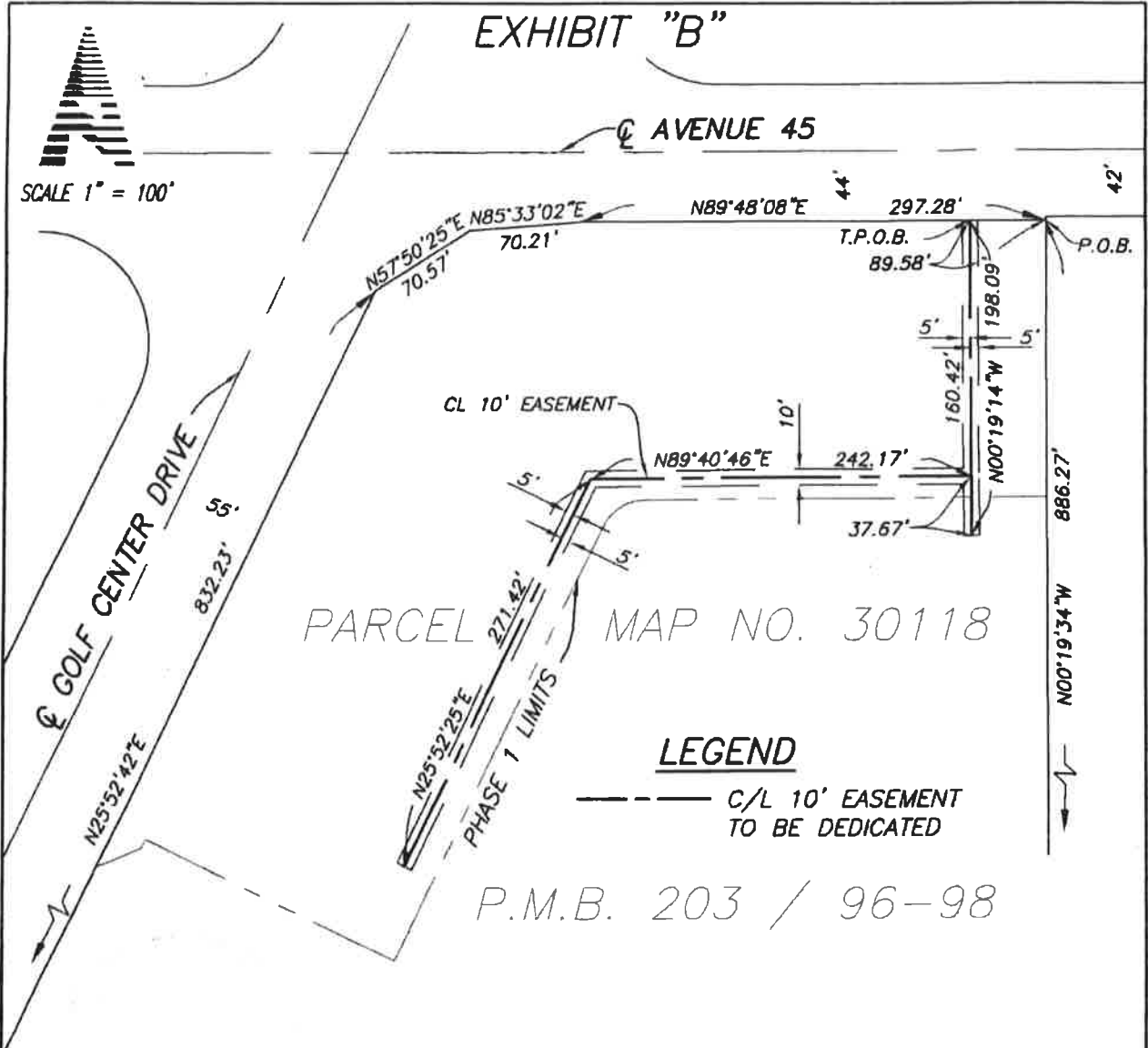
1/9/03
DATE



2003-116890
PL 11/1/03 001 0000
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EXHIBIT "B"

SCALE 1" = 100'



PARCEL 1 MAP NO. 30118

LEGEND

--- C/L 10' EASEMENT TO BE DEDICATED

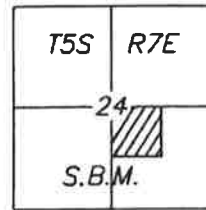
P.M.B. 203 / 96-98

THIS DOCUMENT WAS PREPARED BY ME OR UNDER MY SUPERVISION BASED ON RECORD INFORMATION.

William H. Warner

WILLIAM H. WARNER, RCE 23256
 REG. EXP. 12/31/05 119103

NOTE: THERE MAY BE EASEMENTS OF RECORD DELINEATED AND REFERENCED ON THE UNDERLYING MAP OR THERE MAY BE EASEMENTS WITHIN THE AREA BEING ADJUSTED THAT ARE NOT SHOWN ON THIS DOCUMENT.



DESCRIPTION:

PORTION OF PARCEL 1 OF PARCEL MAP NO. 30118, AS PER MAP RECORDED IN BOOK 203 PAGES 96 THROUGH 98 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY.

VALLEY SANITARY DISTRICT ENGINEERING DEPARTMENT

DESIGN BY:	APPROVED BY:
DRAWN BY: JC	DIST. MGR.
CHECKED BY:	SCALE: 1" = 100'
	DRAWING NO.



**Valley Sanitary District
Board of Directors Meeting
November 24, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: **Authorize the General Manager to Sign the Memorandum of Understanding Regarding the Collaboration on the Coachella Valley Salt and Nutrient Management Plan**

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss whether VSD should be part of the collaborative effort in developing the Coachella Valley Salt and Nutrient Management Plan (CV-SNMP).

Strategic Plan Compliance

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

Fiscal Impact

As part of signing the CV-SNMP Memorandum of Understanding (MOU), VSD will be paying an equal share of the cost of developing the CV-SNMP. The estimated cost to VSD could be upwards of \$200,000 or more over the course of several years.

Background

In 2013, there was an effort in the Valley for agencies to work together to develop a Salt and Nutrient Management Plan for the Coachella Valley. Due to several conflicting issues between agencies, several agencies including VSD drop out of the process. In 2015, CVWD, DWA and IWA collaboratively produced an SNMP and submitted it to the Regional Board. The 2015 SNMP was never accepted nor rejected by the Regional Board. In 2018 and 2019, the State Water Quality Control Board adopted new regulations affecting the SNMP development process and requirements. Thereafter, the Regional Board officially rejected the 2015 SNMP due to it not meeting these new requirements.

Earlier this year CVWD, DWA and IWA reached out to all valley agencies to develop a new SNMP stakeholder group. A Valley wide stakeholder group is beneficial as it assures buy-in from all agencies to setting standards that all agencies must meet. The SNMP will set standards on the water quality that is both surface spread and injected into the ground water. This includes recycled water and will affect VSD's reclaimed water project. At this point, eight agencies in the Valley have agreed on a verbal basis to be apart of this stakeholder group and to share the cost in developing this Regional Board required document. The attached MOU is to formalize this verbal agreement. VSD's legal counsel has reviewed and accepted the MOU.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to sign the Coachella Valley Salt and Nutrient Management Plan Memorandum of Understanding on behalf of the District.

Attachment A: Coachella Valley Salt & Nutrient Management Plan MOU

MEMORANDUM OF UNDERSTANDING
REGARDING COLLABORATION ON THE
COACHELLA VALLEY SALT AND NUTRIENT MANAGEMENT PLAN

This memorandum of understanding (MOU) is entered into among the Parties identified herein for the purpose of collaborating on the development of a workplan to update the Coachella Valley Salt and Nutrient Management Plan (CV-SNMP) and on subsequent work that may arise from the CV-SNMP Development Workplan and Groundwater Monitoring Program Workplan. The Parties to this MOU shall be collectively referred to herein as “Parties” and individually as “Party.”

Parties

1. City of Palm Springs, a charter city that owns its wastewater treatment plant and manages municipal wastewater within its service area.
2. Coachella Valley Water District (CVWD), a county water district organized under the California County Water District Law, codified at Sections 30000, et seq., of the California Water Code and the Coachella Valley Water District Merger Law, Water Code section 33100, et seq.
3. City of Coachella, a general-law City that provides water service through the Coachella Water Authority, a joint powers authority formed as a component of the City of Coachella and the Housing Authority of the City of Coachella, and manages municipal wastewater in its service area through its subsidiary Coachella Sanitary District.
4. Desert Water Agency (DWA), an independent special district organized under the Desert Water Agency Law, codified at Sections 100-1, et seq., of the Appendix to the California Water Code.
5. Indio Water Authority, a joint powers authority formed as a component of the City of Indio and Housing Authority of the City of Indio.
6. Mission Springs Water District, a county water district organized under the California County Water District Law, codified at Sections 30000, et seq., of the California Water Code.
7. Myoma Dunes Mutual Water Company, a mutual water utility system organized under California Corporations Code Sections 14300, regulated under the U.S. EPA Safe Drinking Water Act, and by California’s Water Code, Health and Safety Code.
8. Valley Sanitary District, a California special district, which operates under the authority of the Health and Safety Code, Sanitary District Act of 1923, Sections 6400 et seq.

RECITALS

A. *The Policy for Water Quality Control for Recycled Water* (Recycled Water Policy) required local water and wastewater agencies, together with local salt contributing stakeholders to develop a Salt and Nutrient Management Plan (SNMP) for those basins identified as “priority basins,” to help address the potential for recycled water use to impact groundwater quality and to promote basin-wide management of salts and nutrients in groundwater.

B. The CV-SNMP was prepared and submitted to the Colorado River Basin Regional Water Quality Control Board (Regional Board) in June of 2015, but was not adopted by the Regional Board because certain components were considered to be insufficient.

C. On February 19, 2020, in accordance with the Recycled Water Policy as amended in 2018, the Regional Board, prior to adopting a determination on the CV-SNMP, provided specific findings regarding which components of the CV-SNMP were found to be insufficient and recommendations to develop an acceptable SNMP.

D. The Parties, which are composed of local water and wastewater agencies, have agreed that it is in their mutual interest to collaborate on the development of an updated CV-SNMP, and further agreed to collaboratively prepare a CV-SNMP Development Workplan and Groundwater Monitoring Program Workplan, as agreed to with the Regional Board and confirmed in their subsequent communication dated April 27, 2020.

NOW, THEREFORE, it is mutually understood and agreed as follows:

1. Preparation of the CV-SNMP Development Workplan

The Parties will collaborate on the preparation of the CV-SNMP Development Workplan and Groundwater Monitoring Program Workplan.

- a. Consultant: The Parties selected Wildermuth Environmental, Inc. (WEI) to prepare the CV-SNMP Development Workplan and Groundwater Monitoring Program Workplan. CVWD has retained WEI on behalf of the Parties to complete this work.
- b. Cost-Share: The not-to-exceed cost for preparing the SNMP Development Workplan and Groundwater Monitoring Program Workplan is \$226,578.00. Each Party will be responsible for an equal share of the not-to-exceed cost for preparing these deliverables.
- c. Billing: WEI will submit monthly invoices to CVWD. CVWD will initially be responsible for payment of such invoices, but will, in turn, invoice each of the other Parties for their equal share of each invoice.

2. Implementation of Monitoring Workplan

The Parties will collaborate on the implementation of the Groundwater Monitoring Program Workplan.

- a. Monitoring: Each Party will be responsible for monitoring wells identified for inclusion in the monitoring network, in accordance with the Groundwater Monitoring Program Workplan, that are within their ownership or, if it is a customer-owned well, within their jurisdiction. Where jurisdictions overlap, the Parties with overlapping jurisdictions will designate the Party that will monitor individual customer-owned wells.
- b. Reporting: Each Party will be responsible for submitting monitoring data according to the schedule and format identified in the Groundwater Monitoring Program Workplan.

- c. **Monitoring Costs:** Each Party will be responsible for absorbing its own costs related to implementation of its individual monitoring responsibilities identified in the Groundwater Monitoring Program Workplan.

3. Preparation of the Updated CV-SNMP

The Parties will collaborate on the development of an updated CV-SNMP following completion of and in accordance with the recommendations in the SNMP Development Workplan. The means of procuring consulting services and need to share additional costs associated with the development of the updated CV-SNMP will be addressed in future amendments to this MOU.

4. Participation by Other Local Salt Contributing Stakeholders

It is the stated goal of the Parties to expand participation in this collaboration to any and all interested local salt contributing stakeholders. Addition of Parties and associated cost-share provisions will be addressed in future amendments to this MOU.

5. General Provisions Governing MOU

- a. **Term.** The term of this MOU shall be from the date the second Party signs this MOU (“Effective Date”). This MOU shall be effective as to any Parties that execute it, whether or not all named Parties execute it.
- b. **Modification.** This MOU may be amended in a writing signed by a duly authorized officer or representative of each of the Parties hereto.
- c. **Termination.** Any Party may terminate its participation in this MOU upon thirty (30) days prior written notice to the other Parties for any reason or no reason. Any Party terminating or otherwise ceasing its participation in this MOU shall be responsible for its share of the costs, as set forth herein, which are incurred on or before the effective date of said termination.
- d. **Dispute Resolution.** Each Party shall use its best efforts and work wholeheartedly and in good faith for the expeditious completion of the objectives of this MOU and the satisfactory performance of its terms. The Parties will attempt in good faith to resolve any dispute or disagreement arising out of or in relation to this MOU. If the dispute or disagreement cannot be settled amicably within fourteen (14) days from the date on which either Party has served written notice on the other Parties, the dispute or disagreement will be resolved by a simple majority vote. Final decisions agreed upon by a majority of the Parties will become binding on all Parties.
- e. **Payment Default.** In the event a Party (Defaulting Party) fails or refuses to make any of its payments under this MOU, CVWD will provide a 30-day notice to cure to the Defaulting Party. If the Defaulting Party does not make the required payment before expiration of the 30-day notice period, the Defaulting Party shall be deemed to have terminated its participation in this MOU. The Defaulting Party shall remain responsible for its share of the costs, as set forth herein, which are incurred on or before the expiration of the 30-day notice period. After the Defaulting Party has been deemed to have terminated its participation in this MOU, each

remaining Party will be responsible for an equal share of the remaining not-to-exceed cost for preparing the deliverables.

- f. Counterparts. This MOU may be executed in one or more counterparts, each of which shall be deemed to be an original.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the day and year indicated below.

David H. Ready
City of Palm Springs

Date

J.M. Barrett
Coachella Valley Water District

Date

William Pattison
City of Coachella

Date

Mark S. Krause
Desert Water Agency

Date

Trish Rhay
Indio Water Authority

Date

Arden Wallum
Mission Springs Water District

Date

Mark Meeler
Myoma Dunes Mutual Water Company

Date

Beverli A. Marshall
Valley Sanitary District

Date



**Valley Sanitary District
Board of Directors Meeting
November 24, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: **Discuss Annual Employee Performance Bonus and Provide Direction.**

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

Executive Summary

The purpose of this report is to present the Board the annual employee performance bonus and request direction from the Board.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5: Long-Term Financial Strength.

Fiscal Impact

The financial impact of \$6,040 will utilize Board approved operating funds from the FY21 budget.

Background

It has been a long-standing tradition of the District to award an annual performance bonus via gift cards to all employees in December of each year. The purpose of the performance bonus is to engage employees, increase collaboration, and motivate employees to increase overall productivity.

This year Valley Sanitary District employees truly emulated what it means to be an essential worker. During these unprecedented times and navigating through the COVID-19 pandemic the Valley Sanitary District team quickly adjusted to each procedural change within the District. This team understands the critical nature of the service it provides and the community it serves. The District’s mission is clear, to serve the City of Indio and the surrounding communities by collecting, treating, and recycling wastewater to ensure a healthy environment and sustainable water supply. The dedication and forethought of this team during the COVID-19 pandemic is truly admirable.

Aside from COVID-19, Valley Sanitary District has proudly reached several milestones this past year including:

- California Water Environmental Association (CWEA) Colorado River Basin Section Laboratory Person of the Year-Anna Bell
- CWEA Colorado River Basin Section Plant of the Year (medium)
- CWEA State Award Gimmicks & Gadgets – Pork Fork
- District Transparency Award of Excellence
- Government Finance Officers Association (GFOA)–Excellence in Financial Reporting

This performance bonus is a reward to the Valley Sanitary District employees for their achievements and continued dedication to the District.

Recommendation

Staff recommends that the Board approve the annual employee performance bonus.

Attachments

None.



**Valley Sanitary District
Board of Directors Meeting
November 24, 2020**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: **Review Strategic Plan 2020 and Provide Direction**

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

Executive Summary

The purpose of this report is for the Board to review and approve the proposed document.

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact from this discussion.

Background

Starting in November 2019, the Board held two workshops and several discussions regarding the Strategic Plan (Plan). At its March 10, 2020 meeting, the Board adopted the Strategic Plan for 2020. The Plan established the District’s mission, vision, and values as well as set long-term goals and short-term objectives. These priorities and goals provided direction for the Fiscal Year 2020/21 budget process.

In preparation for the Fiscal Year 2021/22 budget process, staff recommends that the Board review the Plan and provide direction regarding the existing goals and objectives. If there are changes, the Plan should be updated to reflect those changes for the upcoming budget process and to provide direction to staff.

Recommendation

Staff recommends that the Board of Directors review the Strategic Plan 2020 and provide direction regarding updates for 2021.

- Attachment A: 2020 Objectives Status
- Attachment B: Adopted Strategic Plan 2020

Objective #	Objective Description	Status
1	Fully Staffed with a Highly Trained and Motivated Team	
1.1	Enough staff to fulfill goals and objectives safely and efficiently	On hold per Board direction
1.2	Improve preparation for both unexpected events and planned succession of all key positions	On hold per Board direction
1.3	Improve training and professional development	In progress
1.4	Maintain and build upon strong staff culture	In progress
2	Increase Recycling, Reuse, and Sustainability	
2.1	Increase recycling and reuse of resources and byproducts	Part of Reclaimed Water
2.2	Improve sustainability of the overall operations (e.g., lower carbon footprint)	Part of Reclaimed Water
2.3	Become an environmental leader in the community and industry	Delayed due to COVID-19
3	Excellent Facilities	
3.1	Facilities are managed using comprehensive long-range plans that are integrated with the financial plan	In progress
3.2	Increase use of technology to lower costs and improve reliability	In progress
4	Increase Community Understanding and Support	
4.1	Increase community understanding and support for the District and its programs	In progress
4.2	Increase the District's understanding of community wants, needs, and interests	On hold per Board direction
4.3	Rebrand Valley Sanitary District to increase public recognition of the District's move toward reuse and recycling	On hold per Board direction
5	Long-Term Financial Strength	
5.1	Align long-term financial planning with strategic priorities	In progress
5.2	Extend financial planning to meet long-term needs while maintaining affordability for customers	In progress
5.3	Update rate structure to ensure it is up-to-date and fair to all classes of customers	In progress
6	Improve Planning, Administration, and Governance	
6.1	Meet evolving operational and customer demands	In progress
6.2	Increase regional collaboration	In progress
6.3	Improve administration and management	In progress
6.4	Increase emergency preparedness	Delayed due to COVID-19
6.5	Improve State level legislative advocacy	On hold per Board direction
6.6	Improve governance	In progress
6.7	Maintain compliance with all regulatory, legislative, and permit requirements	In progress



March 2020

2020 STRATEGIC PLAN

Prepared by: Rauch Communication Consultants Inc.



BOARD OF DIRECTORS

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

GENERAL MANAGER

Beverli A. Marshall



Valley Sanitary District 2020 Strategic Plan

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Expectations

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

Board

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

Facilities

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

Alignment

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

Practical Roadmap

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

Image and Branding

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

Rating the District Today (from Workshop #1)

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

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

Challenges and Opportunities Facing the District

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

Facilities

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

Finance

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

Planning

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

Staff

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

Outreach

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

Reclamation

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

Operations

Must stay up to date with technology.

Regulatory and Legislative

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

Mission, Vision, and Values

Mission

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

Vision

As a result of the changes outlined in this five-year Strategic Plan, Valley Sanitary District will support the Coachella Valley as an environmental steward, a model employer, and a leader in the wastewater industry that is known for its excellence. We will:

- Prioritize the needs of our customers and do it cost-effectively and transparently.
- Provide a healthy work environment, cutting-edge equipment, and exceptional training opportunities for staff, our most important asset.
- Provide leadership in protecting our shared environment and safely reuse or recycle wastewater, energy, biosolids, and other useful byproducts.
- Serve as a trusted participant in the community through our collaboration, open communication, and educational programs.

Values

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

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

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

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

Areas of Current Emphasis

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

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

Goals, Objectives, and Implementation Plan

Introductory Notes

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

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

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

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

Summary of the Goals and Objectives

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

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

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

OBJECTIVE 1.3: Improve training and professional development

OBJECTIVE 1.4: Maintain and build upon strong staff culture

GOAL 2: Increase Recycling, Reuse, and Sustainability

OBJECTIVE 2.1: Increase recycling and reuse of resources and byproducts

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

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

GOAL 3: Excellent Facilities

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

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

GOAL 4: Increase Community Understanding and Support

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

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

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

GOAL 5: Long-Term Financial Strength

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

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

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

GOAL 6: Improve Planning, Administration and Governance

OBJECTIVE 6.1: Meet evolving operational and customer demands

OBJECTIVE 6.2: Increase regional collaboration

OBJECTIVE 6.3: Improve administration and management

OBJECTIVE 6.4: Increase emergency preparedness

OBJECTIVE 6.5: Improve State Level Legislative Advocacy

OBJECTIVE 6.6: Improve Governance

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

Detailed Goals, Objectives, and Implementation Plan

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

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

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

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

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

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

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

OBJECTIVE 1.3: Improve training and professional development

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

OBJECTIVE 1.4: Maintain and build upon the strong staff culture

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

GOAL 2: Increase Recycling, Reuse, and Sustainability

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

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

OBJECTIVE 2.1: Increase recycling and reuse of resources and byproducts

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

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

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

GOAL 3: Excellent Facilities

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

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

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

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

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

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

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

GOAL 4: Increase Community Understanding and Support

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

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

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

4.1.1: Develop outreach plan, budget, etc.

4.1.2: Implement outreach plan

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

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

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

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

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

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

4.4.1: Define results desired from environmental leadership

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

GOAL 5: Long-Term Financial Strength

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

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

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

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

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

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

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

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

5.3.2: Implement rate structure changes based on analysis

GOAL 6: Improve Planning, Administration and Governance

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

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

OBJECTIVE 6.1: Meet evolving operational and customer demands

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

OBJECTIVE 6.2: Increase regional collaboration

6.2.1: Define results desired from regional collaboration

6.2.2: Develop plan to increase regional collaboration

6.2.3: Implement plan to increase regional collaboration

OBJECTIVE 6.3: Improve administration and management

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

6.3.2: Transition from paper to digital processes to increase efficiency

OBJECTIVE 6.4: Increase emergency preparedness

6.4.1: Update Emergency Preparedness Plan (EPR)

6.4.2: Implement EPR recommendations

OBJECTIVE 6.5 Improve State level legislative advocacy

6.5.1: Evaluate needs for a state advocate

6.5.2: Retain state advocate if appropriate

OBJECTIVE 6.6: Improve Governance

6.6.1: Conduct annual Board self-assessment

6.6.2: Update new director orientation packet and process

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

6.7.1: Regularly review policies and procedures for compliance with permit

6.7.2: Implement changes identified in review process

Implementing the Plan

Monitoring, Implementation, and Oversight Actions

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

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

Detailed Implementation Plan

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

Appendix: Notes from the Staff Workshop

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

Questions Discussed in the Staff Workshop

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

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

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

Summary Notes From the Staff Workshop

Note that ✓ = Repeated Comment

STAFF COMPENSATION PLAN 22 Votes

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

MORE STAFF 21 Votes

✓ Increase staff development and training

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

There are great employees here

TECHNOLOGY IMPROVEMENTS 21 Votes

Tablets to better share information and communicate. Reduces staffing needs

Need an asset management system for development

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

Could use density meters and to improve technology

Need staffing for new technology.

TRAINING 20 Votes

Broader professional development

Help in passing exams

Onsite training and invite other districts here to train

More budget for training

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

More management training

We need a space for training

MORE BOARD / STAFF COMMUNICATION 20 Votes

Help the Board understand more about the value the staff brings

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

Staff engage more in planning like for the CIP

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

BETTER COMMUNICATION BETWEEN DEPARTMENTS 5 Votes

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

COMMUNICATION TO THE PUBLIC 5 Votes

Make more interesting and brochure-like rather than just reading

FACILITIES 2 Votes

More lockers, more space for people

SUPPLIES AND EQUIPMENT 2 Votes

Enough supplies and equipment

Redundant parts for emergencies

Keeping redundant parts is tough with limited staffing.

LATERALS

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



Prepared by:

