



Board of Directors Regular Meeting
Tuesday, January 25, 2022 at 1:00 PM
Valley Sanitary District, 45-500 Van Buren St., Indio, CA
217 N. 1st Street, Elma, WA

Members of the public wanting to participate in the open session of the meeting may do so in person or via the following Zoom link: <https://us06web.zoom.us/j/88095372048>

Meeting ID: 880 9537 2048 or by calling 253-215-8782. Members of the public wanting to address the Board may do so up until the public comment period is closed at the meetings.

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. New Employee Introduction
-Israel Garcia, Engineering Technician

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 January 11, 2022, Regular Meeting Minutes 5 - 9
[3.1 11 Jan 2022 Meeting Minutes.pdf](#) 
- 3.2. Approve Warrants for January 3 through January 24, 2022 10
[3.2 Warrants for January 3 to January 24, 2022.pdf](#) 
- 3.3. Monthly Credit Card Report for December 2021 11 - 21
[3.3 Staff Report Credit Card Statement December 2021.pdf](#) 
[3.3 Attachment A Credit Card Transaction Dec 2021.pdf](#) 
[3.3 Attachment B UMQUA Statement December Redacted.pdf](#) 

4. NON-HEARING ITEMS

- 4.1. Potential Financing Options for Recycled Water Project Phase 1 Discussion 22 - 23
[4.1 Potential Financing Options Recycled Water Project Phase 1.pdf](#)

- 4.2. Adopt Resolution No. 2022-1153 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom, dated March 4, 2020, and Executive Order N-1-22 dated January 5, 2022, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of Valley Sanitary District for the Period of January 25, 2022, through February 23, 2022, Pursuant to Brown Act Provisions 24 - 48
[4.2 Staff Report Teleconference Meetings AB 361.pdf](#) 
[4.2 Attachment A Resolution 2022-1153.pdf](#) 
[4.2 Attachment B State of Emergency Proclamation COVID 19.pdf](#) 
[4.2 Attachment C Executive Order January 5 2022.pdf](#) 
[4.2 Attachment D CSDA AB 361 Implementation Guide.pdf](#) 
- 4.3. Adopt Resolution No. 2022-1154 Approving Employee wages and Benefits Effective July 1, 2021 49 - 65
[4.3 Approve Resolution 2021-1154 Employee Wages and Benefits Effective January 1, 2022.pdf](#) 

[4.3 Attachment A Consumer Price Index Medical Care.pdf](#) 

[4.3 Attachment B Staff Report CalPERS Health Rates for 2022.pdf](#) 

[4.3 Attachment C Resolution 2022-1154.pdf](#) 

4.4. Fiscal Year 2021/22 Midyear Budget Update 66 - 74

[4.4 Fiscal Year 2021-22 Mid-Year Budget Update.pdf](#) 

[4.4 Attachment A Budget Variance Report and Summary.pdf](#) 

4.5. Approve Customer Refund for Annual Sewer Rate for the Fiscal Year 2021/22 75 - 76

[4.5 Approve Customer Refund for Annual Sewer Rate for Fiscal Year 2021-22.pdf](#) 

4.6. Authorize the General Manager to Amend a Contract with Harris and Associates for the Sewer Flow By-Pass of Two Lift Stations in an Amount Not to Exceed \$36,914 77 - 81

[4.6 Staff Report Contract Award Lift Station Sewer Bypass.pdf](#) 

[4.6 Attachment A Lift Station Assessment Bypassing Proposal.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

6.1. Community Engagement Committee - January 18, 2022 82 - 83

[6.1 Community Engagement Minutes 18 Jan 2022.pdf](#) 

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

8.1. Special District Selection Committee Election and Call for Nominations for the Special District Member of the Riverside Local Agency Formation Commission 84

9. PUBLIC COMMENT

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

10. CONVENE IN CLOSED SESSION

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

10.1. Pursuant to Government Code Section 54957 Labor Negotiations for General Manager

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

12. 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.

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
January 11, 2022**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, January 11, 2022, at 45-500 Van Buren St., Indio, CA 92201.

1. CALL TO ORDER

President Sear 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, Jeanette Juarez, Ron Buchwald, Dave Commons, Karen Hopper, and Bob Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 Presentation of GFOA Budget Award for Fiscal Year 2021/22

The District received the Distinguished Budget Presentation Award for the Fiscal Year 2021/22 Budget from the Government Finance Officers Association of the United States and Canada (GFOA). President Sear also presented Branden Rodriguez, Karen Hopper, and Jeanette Juarez with the GFOA Certificate of Recognition for Budget Preparation for the hard work in preparing the Fiscal Year 2021/22 Budget. The Board thanked staff for their achievements.

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 December 14, 2021, Regular Meeting Minutes

3.2 Approve Warrants for December 9, 2021, through January 3, 2022

3.3 Monthly Financial Report for November 30, 2021

3.4 Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, Per District Policy, in the Amount of \$866

3.5 Monthly Credit Card Report for November 30, 2021

Vice President Canero asked that the minutes reflect the Operations Committee did not approve the second on-call person for the Collections Department. The committee discussed the information provided for the second on-call person.

ACTION TAKEN:

MOTION: Director Duran made a motion to approve the consent calendar, with the corrected minutes, as presented. Director Teague seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2022-3163

4. PUBLIC HEARING

- 4.1 Conduct a Public Hearing to Receive Input from the Community Regarding Boundaries and the Composition of Divisions to be established for Division-Based Elections

A notice of public hearing was published in the Desert Sun newspaper on December 16, 2021, and December 23, 2021. Beverli Marshall, General Manager, presented a PowerPoint presentation on the Valley Sanitary District Division-Based Elections and the Census 2020 Population Changes. Ms. Marshall's presentation included the District's current Elections Divisions Map and two (2) map options that would reflect the new census data. President Sear declared the public hearing open at 2:18 p.m. No members of the public were present. No written or verbal communication was received from the public. President Sear declared the public hearing closed at 2:22 p.m. The Board discussed the two (2) map options. Map Option 1 is aligned north and south, anticipates growth mostly north of Interstate 10, avoids directors in the same Division, and requires election in Divisions A and C in 2022. Map Option 2 is aligned east and west, anticipates growth mostly north of Interstate 10, two (20) directors would fall in Division C and would require an election in Divisions A, C, and D in 2022. After discussion, the Board requested staff to see if any fine-tuning to Map Option 2 can be made to avoid a head-to-head election or re-sequencing.

ACTION TAKEN:

MOTION: Secretary/Treasurer Coleman made a motion to request staff to bring back Map Option 1 and a revised Map Option 2 to the next Public Hearing on March 22, 2022. Vice President Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3164

5.1 NON-HEARING ITEMS

- 5.1 Authorize Three Board Members to Attend the CASA Policy Forum in Washington D.C. February 28 to March 1, 2022

The Board authorized three (3) directors to attend the CASA DC Forum from February 28, 2022, to March 1, 2022. The Board requested that the flights not be booked until closer to the date due to the current Covid-19 outbreak.

ACTION TAKEN:

MOTION: Vice President Canero made a motion to authorize three (3) directors to attend the CASA Policy Forum in Washington D.C. in February, 2022. Secretary/ Treasurer Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3165

5.2 Accept a Sewer Main Improvements for the Pacific Indio Retail Center Development and Authorize the General manager to Sign a Certificate of Acceptance for Recording Purposes

Ron Buchwald, Engineering Services Manager, informed the Board that the District had entered a Development - Sanitation System Installation Agreement for The Pacific Indio Retail Center on June 4, 2020, with Wal-Mart Real Estate Business Trust to install a sewer main, a manhole, and appurtenances. This work has been completed and was approved by VSD in December 2021. The Installation Agreement was recorded and is now tied to the property. The Certificate of Acceptance is being signed and recorded to the property to show that the Installation Agreement has been satisfied and that VSD accepts ownership of the sewer main, manhole, and appurtenances installed within this project.

ACTION TAKEN:

MOTION: Director Duran made a motion to authorize the General Manager to sign the Certificate of Acceptance for the Pacific Indio Retail Center Development. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3166

5.3 Authorize the General Manager to Execute Task 22-01 with Dudek to Provide Engineering Services during Bidding and Construction in an Amount Not to Exceed \$62,325

On June 8, 2021, the Board authorized the General Manager to execute a contract with Dudek for design services for the Plant (ASP) Watermain Replacement Project. Dudek has completed the design for this project, and staff has reviewed and accepted the design. The project is now ready to proceed with bid advertisement to select a contractor via a bidding process to perform the construction work. This water main replacement project is unique as it is an above ground water main located next to the ASP, which is narrow in width and has many crossing and connecting pipes. Due to the length of time expected for bidding and construction, it would be difficult to have staff dedicated to this project while performing their normal duties. Staff solicited a proposal from Dudek to assist staff with the bidding process and inspection of the construction work. The proposal includes having a full-time inspector for the construction work and a part-time construction manager for a not-to-exceed cost of \$62,325.

ACTION TAKEN:

MOTION:

Director Teague made a motion to authorize the General Manager to execute Task Order 22-01 with Dudek to provide engineering services during bidding and construction in an amount not to exceed \$62,325. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3167

6. GENERAL MANAGER'S ITEMS

6.1 Monthly General Manager's Report – November 2021

The Board was presented with the monthly departmental updates for November 2021.

7. COMMITTEE REPORTS

7.1 Budget & Finance Committee – January 4, 2022

Secretary/Treasurer Coleman gave an update on the first Budget & Finance Committee meeting for 2022. The committee discussed financing options for the Recycled Water Project – Phase 1, the District's Reserve Policy, and the Fiscal Year 2022/23 Budget timeline. The committee gave staff direction, and these items will be brought before the entire Board.

7.2 Community Engagement Committee Special Meeting – January 6, 2022

The committee met with Michele McKinney and Tara Bravo of CV Strategies. They presented the draft Strategic Communications Plan they developed with recommendations on fully developing the District's brand identity and marketing it. They outlined goals messaging themes, and recommended actions. The committee discussed survey options to establish a baseline so CV Strategies can track progress. The committee also discussed the logo, name change, and the water bear campaign. CV Strategies also presented the committee with the implementation timeline.

8. DIRECTOR'S ITEMS

Secretary/Treasurer Coleman requested staff to bring a resolution to allow the District the option of remote meetings during the current Covid-19 surge.

9. INFORMATIONAL ITEMS

9.1 Timeline for Fiscal Year 2022/23 Budget Process

9.2 Response Letter from Desert Valley Builders Association

Jeanette Juarez, Business Services Manager, presented the fiscal year 2022/23 budget timeline. The timeline includes deliverable due dates and meeting dates. The timeline will guide the upcoming weeks to continue budget discussions and make any modifications if needed. Desert Valley Builders

Association stated that they are satisfied that Valley Sanitary District successfully met its annual reporting obligation pursuant to the Mitigated Fee Act. Beverli announced that Ivan Monroy, Environmental Compliance Tech II, received the P3S Person of the Year from CWEA-CORBS for 2021.

10. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:51 p.m. The next regular Board meeting will be held on January 25, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approve at the Board Meeting of
January 25, 2022

40025	Addiction Medicine Consultants	Pre Employment Exam	\$51.00
40026	Analytical Technology, Inc.	Auto-chem Reagent tubing kit	\$531.92
40027	Associated Time Instruments	Attendance on Demand for December 2021	\$289.70
40028	Automation Pride	Service Call for Gate 2 & 3 Issues	\$95.00
40029	Best, Best & Krieger	Legal services - December 2021	\$1,979.22
40029	Best, Best & Krieger	Energy Audit Legal Services - December 2021	\$368.20
40030	Beverli Marshall	Tuition Reimbursement	\$866.00
40031	Caltest Analytical Laboratory	Weekly Samples NPDES	\$383.30
40031	Caltest Analytical Laboratory	Reagent water testing	\$395.20
40032	Carquest Auto Parts	New charges - December 2021	\$738.97
40033	Consolidated Electrical Distributors, Inc.	Galvanized Shop Supplies	\$161.13
40034	Crump & Co., Inc.	Plug valves, surge buster check valves	\$174,130.50
40035	D & H Water Systems	Membrane Caps & Electrolyte	\$347.51
40036	Desert Hose & Supply	Hose End	\$41.14
40036	Desert Hose & Supply	Hi-Flow Coupler & Lincoln Plug	\$40.31
40037	Downing Construction, Inc	Influent pump station rehab project - payment #7	\$57,807.80
40038	ECS House Industries, Inc.	Two (2) 25HP Floating Aerators	\$93,000.00
40039	Eisenhower Occupational Health	Pre Employment Exam	\$130.00
40040	EOA, Inc.	Pretreat. Program Assist. 11/1/21 to 11/30/21	\$7,225.68
40041	Fluid Components International LLC	Flow Meter Repair	\$1,498.51
40042	Grainger	Timer for Lights in Ops Building & New Shop	\$116.16
40042	Grainger	Coolant for Band Saw	\$248.57
40042	Grainger	Muffler exhaust, tool holster, pliers, screwdriver	\$126.47
40043	Hach Company	Probe with Cable	\$995.24
40044	IDEXX Distribution, Inc.	Idexx Sealer Care	\$750.00
40045	Innovative Federal Strategies LLC	Advocacy services - December 2021	\$6,100.00
40046	Lawson Products, Inc.	Restock Shop Supplies	\$1,226.32
40046	Lawson Products, Inc.	Light duty lubricant	\$50.81
40047	Master's Refreshment Services LLC	Water Delivery	\$165.43
40047	Master's Refreshment Services LLC	Water Delivery	\$176.18
40047	Master's Refreshment Services LLC	Water Delivery	\$166.80
40048	Southern California Boiler, Inc.	Boiler Maintenance for December 2021	\$1,004.99
40048	Southern California Boiler, Inc.	Combustion Analyzer & Service	\$932.27
40049	Southwest Networks, Inc.	BDR Offsite Storage for February 2022	\$699.00
40049	Southwest Networks, Inc.	IT Support for December 2021	\$1,425.00
40049	Southwest Networks, Inc.	DP to VGA Cable	\$45.68
40050	Staples Advantage	Restock Office Supplies for December 2021	\$605.49
40051	State Water Resources Control Board	Wastewater II Cert Application Fee	\$170.00
40052	Stotz Equipment	Chain Saw Parts	\$11.33
40053	Superior Protection Consultants	Security Services for December 2021	\$9,828.00
40054	Superior Ready Mix Concrete, L.P.	Concrete	\$738.09
40054	Superior Ready Mix Concrete, L.P.	Concrete	\$646.51
40055	Underground Service Alert	Board Fee for January 2022	\$68.64
40055	Underground Service Alert	Dig Alerts for January 2022	\$113.95
40056	United Way of the Desert	PR 12/24/2021 - 01/06/2022 PD 01/14/2022	\$20.00
40057	Valley Office Equipment, Inc	Two (2) Aquos Boards	\$9,659.18
40058	White Cap, L.P.	Concrete Platform Materials	\$266.96
40058	White Cap, L.P.	Walking Edger	\$25.00
40059	GPE Controls, Inc	Flare Tcoup spares	\$1,014.77
202201131	Time Warner Cable	Telephone service - January 2022	\$1,165.46
202201141	Frontier Communications	Telephone service - January 2022	\$326.37
202201142	Paychex - Direct Deposit	PR 12/24/2021 - 01/06/2022 PD 01/14/2022	\$81,491.77
202201143	Paychex - Fee	PR 12/24/2021 - 01/06/2022 PD 01/14/2022-1099s, w-2s, PR	\$728.28
202201144	Paychex - Garnishment	PR 12/24/2021 - 01/06/2022 PD 01/14/2022	\$210.46
202201145	Paychex - Tax	PR 12/24/2021 - 01/06/2022 PD 01/14/2022	\$38,966.30
202201181	UPS	Shipping Fees	\$434.37
202201181	UPS	Shipping Fees	\$469.27
202201182	CalPERS 457	PR 12/24/2021 - 01/06/2022 PD 01/14/2022	\$1,219.32
202201184	CalPERS Retirement	PR 12/24/2021 - 01/06/2022 PD 01/14/2022	\$20,701.48
202201185	MassMutual	PR 12/24/2021 - 01/06/2022 PD 01/14/2022	\$10.00
202201186	Nationwide Retirement Solution	PR 12/24/2021 - 01/06/2022 PD 01/14/2022	\$1,725.00
202201187	Vantage Point Transfer Agents - ICMA	PR 12/24/2021 - 01/06/2022 PD 01/14/2022	\$1,370.00
202201191	De Lage Landen Financial Services, Inc	Sharp Copier Lease for January 2022	\$212.06
202201192	City of Coachella	Water - December 2021	\$48.02
202201251	Umpqua Bank	Credit Card Charges for Decevbmer 2021	\$20,459.51
202201252	Indio Water Authority	Water- December 2021	\$415.96
			\$547,431.56



**Valley Sanitary District
Board of Directors Meeting
January 25, 2022**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Credit Card Statement for Period Ending December 31, 2021

<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 credit card statement ending December 31, 2021 to the Board of Directors.

Strategic Plan Compliance

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

Fiscal Impact

The total charges incurred for the credit card statement ending December 31, 2021, are \$20,459.51.

Background

The attached report summarizes the District’s credit card expenditures for the statement ending December 31, 2021.

Recommendation

Staff recommends that the Board receive and file the credit card report and statement for the period ending December 31, 2021.

Attachments

- Attachment A: Valley Sanitary District Credit Card Report December 2021
- Attachment B: Credit Card Statement December 2021

Diverted From Cardholder Name	Tran Date	Post Date	Merchant Name	MCC Description	Debits
ANNA BELL	12/22/2021	12/23/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$96.00
ANNA BELL	12/22/2021	12/23/2021	GT MOLECULAR LLC	Testing Laboratories (Non-Medical)	\$1,770.00
ANNA BELL	12/20/2021	12/21/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	
ANNA BELL	12/19/2021	12/20/2021	AMZN Mktp US*8P22L0ZC3	Book Stores	\$2.04
ANNA BELL	12/7/2021	12/8/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$497.50
ANNA BELL	12/6/2021	12/7/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	
ANNA BELL	12/3/2021	12/5/2021	GT MOLECULAR LLC	Testing Laboratories (Non-Medical)	\$1,180.00
ANNA BELL	12/2/2021	12/3/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$675.00
BEVERLI A MARSHALL	12/28/2021	12/29/2021	Palm Sp Desert Sun	Continuity/Subscription Merchants	\$9.99
BEVERLI A MARSHALL	12/22/2021	12/23/2021	SP * BOOMER NATURALS	Miscellaneous & Specialty Retail Store	\$387.82
BEVERLI A MARSHALL	12/22/2021	12/23/2021	FANTASYSPRINGSHOTEL	Hotels Motels Resorts - Lodging	\$47.80
BEVERLI A MARSHALL	12/20/2021	12/22/2021	AMERICAN AIR0012319709375	American Airlines	\$326.39
BEVERLI A MARSHALL	12/21/2021	12/22/2021	ALLIANZ TRAVEL INS	Insurance Sales And Underwriting	\$25.97
BEVERLI A MARSHALL	12/20/2021	12/21/2021	PE SUBSCRIPTIONS	Advertising Services	\$10.00
BEVERLI A MARSHALL	12/15/2021	12/16/2021	FANTASYSPRINGSHOTEL	Hotels Motels Resorts - Lodging	\$1,618.05
BEVERLI A MARSHALL	12/12/2021	12/13/2021	PAYPAL *QUICKYMARTL	Telecommunications Equipment Including	\$4.99
BEVERLI A MARSHALL	12/10/2021	12/12/2021	AMERICAN AIR0012317928339	American Airlines	\$601.40
BEVERLI A MARSHALL	12/9/2021	12/10/2021	FANTASYSPRINGSHOTEL	Hotels Motels Resorts - Lodging	\$1,618.05
BEVERLI A MARSHALL	12/7/2021	12/8/2021	EXECUTIVE EDUCATION	Commerical Photography Art & Graphics	\$980.00
BRANDEN RODRIGUEZ	12/15/2021	12/16/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$106.00
BRANDEN RODRIGUEZ	12/15/2021	12/16/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$91.00
BRANDEN RODRIGUEZ	12/15/2021	12/16/2021	AMAZON.COM*O32B87W93 AMZN	Book Stores	\$23.79
BRANDEN RODRIGUEZ	12/15/2021	12/15/2021	AMZN Mktp US*UV55G90T3	Book Stores	\$21.74
BRANDEN RODRIGUEZ	12/14/2021	12/15/2021	WALMART.COM AA	Discount Stores	\$27.61
BRANDEN RODRIGUEZ	12/10/2021	12/12/2021	CALIFORNIA SOCIETY OF MUN	Charitable And Social Service Organiza	\$75.00
BRANDEN RODRIGUEZ	12/10/2021	12/12/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$26.47
BRANDEN RODRIGUEZ	12/8/2021	12/9/2021	AMZN Mktp US*DH3DL09P3	Book Stores	\$97.86
BRANDEN RODRIGUEZ	12/4/2021	12/5/2021	AMZN MKTP US*ZW2Z156V3 AM	Book Stores	\$14.08
BRANDEN RODRIGUEZ	12/1/2021	12/2/2021	AMZN MKTP US*KN9OK8953 AM	Book Stores	\$21.62
DANIEL A MILLS	12/23/2021	12/26/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$148.91
DANIEL A MILLS	12/23/2021	12/24/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$83.81
DANIEL A MILLS	12/16/2021	12/19/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$54.34
DANIEL A MILLS	12/9/2021	12/12/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$150.00
DANIEL A MILLS	12/10/2021	12/12/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	
DANIEL A MILLS	12/7/2021	12/8/2021	ROBERT BROOKE & ASSOCIATE	Hardware Equipment And Supplies	\$158.20
DANIEL A MILLS	12/3/2021	12/5/2021	GREYLOR DYNESCO	Hardware Equipment And Supplies	\$20.28
DAVE COMMONS	12/22/2021	12/23/2021	AWWA EVENTS	Charitable And Social Service Organiza	\$560.00
DAVE COMMONS	12/22/2021	12/23/2021	OWPSACSTATE	Civic Social & Fraternal Associations	\$136.53
EDUARDO LUNA	12/28/2021	12/30/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$14.62
HEBERTO MORENO	12/20/2021	12/22/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$64.38
HEBERTO MORENO	12/17/2021	12/19/2021	MINUTEKEY	Hardware Stores	\$13.05
HEBERTO MORENO	12/17/2021	12/19/2021	WM SUPERCENTER #2181	Grocery Stores Supermarkets	\$27.71
HEBERTO MORENO	12/14/2021	12/15/2021	APPLE.COM/BILL	unassigned	\$2.99
HEBERTO MORENO	12/3/2021	12/5/2021	Amazon.com*P62Y0323	Book Stores	\$85.48
HOLLY GOULD	12/31/2021	12/31/2021	NNA SERVICES LLC	Business Services Not Elsewhere Classi	\$613.62
HOLLY GOULD	12/21/2021	12/23/2021	CALIFORNIA SOCIETY OF MUN	Charitable And Social Service Organiza	\$75.00
HOLLY GOULD	12/16/2021	12/19/2021	CALIFORNIA ASSOCIATION OF	Membership Organizations Not Elsewher	\$2,975.00
HOLLY GOULD	12/14/2021	12/15/2021	FSP*HEART CPR	Schools & Educational Services Not Els	\$69.00
HOLLY GOULD	12/13/2021	12/14/2021	WM SUPERCENTER #2181	Grocery Stores Supermarkets	\$53.85
HOLLY GOULD	12/11/2021	12/12/2021	AMZN Mktp US*W12Q96H53	Book Stores	\$40.24
HOLLY GOULD	12/9/2021	12/12/2021	PLANIT REPROGRAPHICS	Miscellaneous Publishing And Printing	\$383.28
HOLLY GOULD	12/12/2021	12/12/2021	AMZN Mktp US*2G2F073V3	Book Stores	\$53.98
HOLLY GOULD	12/8/2021	12/10/2021	CALIFORNIA SOCIETY OF MUN	Charitable And Social Service Organiza	\$110.00
HOLLY GOULD	12/8/2021	12/10/2021	CALIFORNIA SOCIETY OF MUN	Charitable And Social Service Organiza	\$110.00
HOLLY GOULD	12/9/2021	12/10/2021	AMZN Mktp US*DG1808EA3	Book Stores	\$32.98
HOLLY GOULD	12/8/2021	12/9/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$192.00
HOLLY GOULD	12/8/2021	12/9/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$192.00
HOLLY GOULD	12/8/2021	12/9/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$192.00
HOLLY GOULD	12/9/2021	12/9/2021	AMZN Mktp US*0M4U659T3	Book Stores	\$34.81
HOLLY GOULD	12/8/2021	12/9/2021	AMZN Mktp US*US9G42GD3	Book Stores	\$29.56
HOLLY GOULD	12/8/2021	12/9/2021	AMZN Mktp US*XY7LH5H33	Book Stores	\$21.05
HOLLY GOULD	12/8/2021	12/9/2021	AMZN Mktp US	Book Stores	
HOLLY GOULD	12/7/2021	12/8/2021	WALMART.COM AA	Discount Stores	\$152.25
HOLLY GOULD	12/1/2021	12/2/2021	AMAZON.COM AMZN.COM/BILL	Book Stores	
HOLLY GOULD	11/30/2021	12/1/2021	AMERICAN RED CROSS	Charitable And Social Service Organiza	\$97.00
HOLLY GOULD	11/30/2021	12/1/2021	AMERICAN RED CROSS	Charitable And Social Service Organiza	
JEANETTE JUAREZ	12/30/2021	12/31/2021	TARGET.COM *	Discount Stores	\$51.07
JEANETTE JUAREZ	12/28/2021	12/30/2021	AROUND THE CLOCK CALL CTR	Miscellaneous & Specialty Retail Store	\$150.90
JEANETTE JUAREZ	12/28/2021	12/29/2021	AMZN MKTP US*H818K2TU3 AM	Book Stores	\$42.39
JEANETTE JUAREZ	12/19/2021	12/20/2021	J2 EFAX SERVICES	Continuity/Subscription Merchants	\$16.95
JEANETTE JUAREZ	12/8/2021	12/10/2021	CALIFORNIA SOCIETY OF MUN	Charitable And Social Service Organiza	\$110.00

JEANETTE JUAREZ	12/6/2021	12/7/2021	GRAMMARLY COPOXOSHC	Computer Software	\$144.00
JEANETTE JUAREZ	12/4/2021	12/5/2021	ADOBE ACROPRO SUBS	Computer Software	\$169.90
JEANETTE JUAREZ	12/1/2021	12/2/2021	GOVERNMENT FINANCE OFFICE	Charitable And Social Service Organiza	\$460.00
JEANETTE JUAREZ	11/30/2021	12/2/2021	AROUND THE CLOCK CALL CTR	Miscellaneous & Specialty Retail Store	\$134.20
JIMMY GARCIA	12/21/2021	12/23/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$171.53
JIMMY GARCIA	12/16/2021	12/19/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$14.07
JIMMY GARCIA	12/16/2021	12/19/2021	LA HACIENDA NURSERY LAN	Nurseries Lawn & Garden Supply Stores	\$891.75
JIMMY GARCIA	12/15/2021	12/17/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$41.66
JIMMY GARCIA	12/8/2021	12/9/2021	ACE HARDWARE COACHELLA	Hardware Stores	\$64.65
JIMMY GARCIA	12/2/2021	12/5/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$7.26
TINO TIJERINA	12/27/2021	12/28/2021	AMZN MKTP US*QE2637CE3 AM	Book Stores	\$961.99
TINO TIJERINA	12/21/2021	12/23/2021	YELLOW MART STORES	Sporting Goods Stores	\$103.30
TINO TIJERINA	12/21/2021	12/23/2021	KSC & SON CORPORATION - G	Car Washes	\$15.00
TINO TIJERINA	12/21/2021	12/23/2021	KSC & SON CORPORATION - G	Car Washes	\$15.00
TINO TIJERINA	12/21/2021	12/23/2021	KSC & SON CORPORATION - G	Car Washes	\$15.00
TINO TIJERINA	12/21/2021	12/23/2021	KSC & SON CORPORATION - G	Car Washes	\$15.00
TINO TIJERINA	12/20/2021	12/22/2021	KSC & SON CORPORATION - G	Car Washes	\$15.00
TINO TIJERINA	12/17/2021	12/19/2021	PLATT ELECTRIC 800	Electrical Parts And Equipment	\$277.78
TINO TIJERINA	12/13/2021	12/15/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$170.68
TINO TIJERINA	12/3/2021	12/5/2021	NAPA PARTS 0049251	Automotive Parts Accessories Stores	\$73.91
TINO TIJERINA	12/1/2021	12/3/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$62.15
	12/10/2021	12/10/2021	AUTO PMT FROM ACCT	Payment Adjustment Fee or Finance Charge	
Total					\$21,499.23



UMPQUA BANK

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



Account Summary

Table with 2 columns: Description and Amount. Rows include Billing Cycle, Days In Billing Cycle, Previous Balance, Purchases, Cash, Balance Transfers, Special, Credits, Payments, Other Charges, Finance Charges.

NEW BALANCE \$20,459.51

Credit Summary

Table with 2 columns: Description and Amount. Rows include Total Credit Line, Available Credit Line, Available Cash, Amount Over Credit Line, Amount Past Due, Disputed Amount.

Account Inquiries

- Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
Go to www.umpquabank.com
Write us at PO BOX 1952, SPOKANE, WA 99210-1952

Payment Summary

Table with 2 columns: Description and Amount. Rows include NEW BALANCE \$20,459.51, MINIMUM PAYMENT \$20,459.51, PAYMENT DUE DATE 01/25/2022

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

Corporate Activity

Table with 5 columns: Trans Date, Post Date, Reference Number, Transaction Description, Amount. Row 1: 12/10, 12/10, 7480725134311111111111, AUTO PMT FROM ACCT [REDACTED], \$14,556.10-

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

UMPQUA BANK
PO BOX 1952
SPOKANE WA 99210-1952



Account Number

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

Table with 4 columns: Closing Date, New Balance, Total Minimum Payment Due, Payment Due Date. Values: 12/31/21, \$20,459.51, \$20,459.51, 01/25/22

AMOUNT OF PAYMENT ENCLOSED

\$



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

MAKE CHECK PAYABLE TO:

UMPQUA BANK
PO BOX 2310
SPOKANE WA 99210-2310



IMPORTANT INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

BILLING RIGHTS SUMMARY

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

In your letter, give us the following information:

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

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

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

Please use blue or black ink to complete form

NAME CHANGE

Last

First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature _____

Cardholder Account Summary

JEANETTE JUAREZ #### #### #### 4756	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,279.41	Cash Advances \$0.00	Total Activity \$1,279.41
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/30	12/02	PPLN01	24412901335030023106655	AROUND THE CLOCK CALL CTR 888-711-1956 CA	\$134.20
12/01	12/02	PPLN01	24492151335715883453883	GOVERNMENT FINANCE OFFICE 312-977-9700 IL	\$460.00
12/04	12/05	PPLN01	24943001338700788244305	ADOBE ACROPRO SUBS 800-443-8158 CA	\$169.90
12/06	12/07	PPLN01	24492151340713539064165	GRAMMARLY COPOXOSHC GRAMMARLY.COM CA	\$144.00
12/08	12/10	PPLN01	24559301343900015852548	CALIFORNIA SOCIETY OF MUN 916-2312137 CA	\$110.00
12/19	12/20	PPLN01	24692161353100402423903	J2 EFAX SERVICES 323-817-3205 CA	\$16.95
12/28	12/29	PPLN01	24431061362083742890154	AMZN MKTP US*H818K2TU3 AM AMZN.COM/BILL WA	\$42.39
12/28	12/30	PPLN01	24412901363030022694508	AROUND THE CLOCK CALL CTR 888-711-1956 CA	\$150.90
12/30	12/31	PPLN01	24431061364083047058059	TARGET.COM * 800-591-3869 MN	\$51.07

Cardholder Account Summary

BEVERLI A MARSHALL #### #### #### 5986	Payments & Other Credits \$0.00	Purchases & Other Charges \$5,630.46	Cash Advances \$0.00	Total Activity \$5,630.46
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/07	12/08	PPLN01	24492161341000035872996	EXECUTIVE EDUCATION WWW.ZSCHOOL.C FL	\$980.00
12/09	12/10	PPLN01	24692161343100480490488	FANTASYSPRINGSHOTEL INDIO CA	\$1,618.05
12/10	12/12	PPLN01	24943001345634001112380	AMERICAN AIR0012317928339 FORT WORTH TX BEVERLI MARSHALL 022522 PSP / DFW AA C O DFW / BOS AA C O BOS / PHX AA C O PHX /	\$601.40
12/12	12/13	PPLN01	24492151346894827701652	PAYPAL *QUICKYMARTL 402-935-7733 CA	\$4.99
12/15	12/16	PPLN01	24692161349100746489898	FANTASYSPRINGSHOTEL INDIO CA	\$1,618.05
12/20	12/21	PPLN01	24493981355083730368059	PE SUBSCRIPTIONS 951-368-9000 CA	\$10.00
12/20	12/22	PPLN01	24943001355978000682357	AMERICAN AIR0012319709375 FORT WORTH TX MARSHALL/BEVERLI 061122 PSP DFW AA Q O SAT AA Q X PHX AA S X PSP AA S X	\$326.39
12/21	12/22	PPLN01	24492151355717376258964	ALLIANZ TRAVEL INS ALLIANZINS.US VA	\$25.97
12/22	12/23	PPLN01	24492161356000030129410	SP * BOOMER NATURALS HTTPSBOOMERFA NV	\$387.82
12/22	12/23	PPLN01	24692161356100085927227	FANTASYSPRINGSHOTEL INDIO CA	\$47.80
12/28	12/29	PPLN01	24692161362100487996855	Palm Sp Desert Sun 888-426-0491 IN	\$9.99

Cardholder Account Summary					
HEBERTO MORENO #### #### #### 6026		Payments & Other Credits \$0.00	Purchases & Other Charges \$193.61	Cash Advances \$0.00	Total Activity \$193.61
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/03	12/05	PPLN01	24692161337100688930499	Amazon.com*P62YY0323 Amzn.com/bill WA	\$85.48
12/14	12/15	PPLN01	24692161348100841779913	APPLE.COM/BILL 866-712-7753 CA	\$2.99
12/17	12/19	PPLN01	24055221352400793164593	MINUTEKEY BOULDER CO	\$13.05
12/17	12/19	PPLN01	24445001352400228140791	WM SUPERCENTER #2181 INDIO CA	\$27.71
12/20	12/22	PPLN01	24943011355010179521452	THE HOME DEPOT #6874 INDIO CA	\$64.38

Cardholder Account Summary					
TINO TIJERINA #### #### #### 6034		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,724.81	Cash Advances \$0.00	Total Activity \$1,724.81
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/01	12/03	PPLN01	24943011336010181248700	THE HOME DEPOT #6874 INDIO CA	\$62.15
12/03	12/05	PPLN01	24431051338838000010064	NAPA PARTS 0049251 COACHELLA CA	\$73.91
12/13	12/15	PPLN01	24943011348010183655973	THE HOME DEPOT #6874 INDIO CA	\$170.68
12/17	12/19	PPLN01	24492151351027992916126	PLATT ELECTRIC 800 5036416121 OR	\$277.78
12/20	12/22	PPLN01	24269791355500717543243	KSC & SON CORPORATION - G INDIO CA	\$15.00
12/21	12/23	PPLN01	24687201356030020921004	YELLOW MART STORES INDIO CA	\$103.30
12/21	12/23	PPLN01	24269791356500726712044	KSC & SON CORPORATION - G INDIO CA	\$15.00
12/21	12/23	PPLN01	24269791356500726712127	KSC & SON CORPORATION - G INDIO CA	\$15.00
12/21	12/23	PPLN01	24269791356500726712200	KSC & SON CORPORATION - G INDIO CA	\$15.00
12/21	12/23	PPLN01	24269791356500726712382	KSC & SON CORPORATION - G INDIO CA	\$15.00
12/27	12/28	PPLN01	24431061361083318829900	AMZN MKTP US*QE2637CE3 AM AMZN.COM/BILL WA	\$961.99

Cardholder Account Summary					
EDUARDO LUNA #### #### #### 9557		Payments & Other Credits \$0.00	Purchases & Other Charges \$14.62	Cash Advances \$0.00	Total Activity \$14.62
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/28	12/30	PPLN01	24943011363010178616311	THE HOME DEPOT #6874 INDIO CA	\$14.62

Cardholder Account Summary					
BRANDEN RODRIGUEZ #### #### #### 9565		Payments & Other Credits \$0.00	Purchases & Other Charges \$505.17	Cash Advances \$0.00	Total Activity \$505.17
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/01	12/02	PPLN01	24431061335083313056510	AMZN MKTP US*KN9OK8953 AM AMZN.COM/BILL WA	\$21.62
12/04	12/05	PPLN01	24431061338083750224271	AMZN MKTP US*ZW2Z156V3 AM AMZN.COM/BILL WA	\$14.08
12/08	12/09	PPLN01	24692161342100471397743	AMZN Mktp US*DH3DL09P3 Amzn.com/bill WA	\$97.86
12/10	12/12	PPLN01	24943011345010183307032	THE HOME DEPOT #6874 INDIO CA	\$26.47
12/10	12/12	PPLN01	24559301344900016053699	CALIFORNIA SOCIETY OF MUN 916-2312137 CA	\$75.00
12/14	12/15	PPLN01	24692161348100916498183	WALMART.COM AA 800-966-6546 AR	\$27.61
12/15	12/15	PPLN01	24692161349100344015855	AMZN Mktp US*UV55G90T3 Amzn.com/bill WA	\$21.74
12/15	12/16	PPLN01	24431061349083355512697	AMAZON.COM*O32B87W93 AMZN AMZN.COM/BILL WA	\$23.79
12/15	12/16	PPLN01	24801971350690155188946	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$91.00
12/15	12/16	PPLN01	24801971350690155211144	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$106.00

Cardholder Account Summary						
HOLLY GOULD #### #### #### 7260			Payments & Other Credits \$142.76-	Purchases & Other Charges \$5,427.62	Cash Advances \$0.00	Total Activity \$5,284.86
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
11/30	12/01	PPLN01	24692161334100842823732	AMERICAN RED CROSS 800-733-2767 DC	\$97.00	
11/30	12/01		74692161334100842851134	CREDIT VOUCHER	\$97.00-	
				AMERICAN RED CROSS 800-733-2767 DC		
12/01	12/02		74431061335083005207780	CREDIT VOUCHER	\$24.71-	
				AMAZON.COM AMZN.COM/BILL		
				AMZN.COM/BILL WA		
12/07	12/08	PPLN01	24692161341100832529910	WALMART.COM AA 800-966-6546 AR	\$152.25	
12/08	12/09	PPLN01	24692161342100361481565	AMZN Mktp US*XY7LH5H33 Amzn.com/bill WA	\$21.05	
12/08	12/09	PPLN01	24692161342100574622138	AMZN Mktp US*US9G42GD3 Amzn.com/bill WA	\$29.56	
12/09	12/09	PPLN01	24692161343100003589865	AMZN Mktp US*0M4U659T3 Amzn.com/bill WA	\$34.81	
12/08	12/09	PPLN01	24801971343690112441917	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$192.00	
12/08	12/09	PPLN01	24801971343690112448110	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$192.00	
12/08	12/09	PPLN01	24801971343690112452591	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$192.00	
12/08	12/09		74692161342100743484241	CREDIT VOUCHER	\$21.05-	
				AMZN Mktp US Amzn.com/bill WA		
12/09	12/10	PPLN01	24692161343100569972380	AMZN Mktp US*DG1808EA3 Amzn.com/bill WA	\$32.98	
12/08	12/10	PPLN01	24559301343900015852555	CALIFORNIA SOCIETY OF MUN 916-2312137 CA	\$110.00	
12/08	12/10	PPLN01	24559301343900015852621	CALIFORNIA SOCIETY OF MUN 916-2312137 CA	\$110.00	
12/09	12/12	PPLN01	24323041344393000071173	PLANIT REPROGRAPHICS PALM DESERT CA	\$383.28	
12/12	12/12	PPLN01	24692161346100866491156	AMZN Mktp US*2G2F073V3 Amzn.com/bill WA	\$53.98	
12/11	12/12	PPLN01	24692161345100912827099	AMZN Mktp US*W12Q96HS3 Amzn.com/bill WA	\$40.24	
12/13	12/14	PPLN01	24445001348400218999989	WM SUPERCENTER #2181 INDIO CA	\$53.85	
12/14	12/15	PPLN01	24445001348300545290831	FSP*HEART CPR 800-916-1213 CA	\$69.00	
12/16	12/19	PPLN01	24207851351163401469422	CALIFORNIA ASSOCIATION OF 916-4460388 CA	\$2,975.00	
12/21	12/23	PPLN01	24559301356900017058361	CALIFORNIA SOCIETY OF MUN 916-2312137 CA	\$75.00	
12/31	12/31	PPLN01	24692161365100583180260	NNA SERVICES LLC 800-876-6827 CA	\$613.62	

Cardholder Account Summary						
ANNA BELL #### #### #### 7278			Payments & Other Credits \$867.00-	Purchases & Other Charges \$4,220.54	Cash Advances \$0.00	Total Activity \$3,353.54
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
12/02	12/03	PPLN01	24801971337690076909329	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$675.00	
12/03	12/05	PPLN01	24492161338000002711073	GT MOLECULAR, LLC WWW.GTMOLECUL CO	\$1,180.00	
12/06	12/07		74801971341690099371688	CREDIT VOUCHER	\$675.00-	
				CALIFORNIA WATER ENVIRON OAKLAND CA		
12/07	12/08	PPLN01	24801971342690105355000	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$497.50	
12/19	12/20	PPLN01	24692161353100412963096	AMZN Mktp US*8P22L0ZC3 Amzn.com/bill WA	\$2.04	
12/20	12/21		74801971355690180122159	CREDIT VOUCHER	\$192.00-	
				CALIFORNIA WATER ENVIRON OAKLAND CA		
12/22	12/23	PPLN01	24801971357690194269676	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$96.00	
12/22	12/23	PPLN01	24492161357000001592967	GT MOLECULAR, LLC WWW.GTMOLECUL CO	\$1,770.00	

Cardholder Account Summary					
JIMMY GARCIA #### #### #### 7450		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,190.92	Cash Advances \$0.00	Total Activity \$1,190.92
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/02	12/05	PPLN01	24943011337010184404861	THE HOME DEPOT #6874 INDIO CA	\$7.26
12/08	12/09	PPLN01	24431061343091454000056	ACE HARDWARE COACHELLA COACHELLA CA	\$64.65
12/15	12/17	PPLN01	24943011350010183413717	THE HOME DEPOT #6874 INDIO CA	\$41.66
12/16	12/19	PPLN01	24767931351633200250712	LA HACIENDA NURSERY LAN 760-3423427 CA	\$891.75
12/16	12/19	PPLN01	24943011351010179208575	THE HOME DEPOT #6874 INDIO CA	\$14.07
12/21	12/23	PPLN01	24943011356010179223033	THE HOME DEPOT #6874 INDIO CA	\$171.53

Cardholder Account Summary					
DANIEL A MILLS #### #### #### 8110		Payments & Other Credits \$29.96-	Purchases & Other Charges \$615.54	Cash Advances \$0.00	Total Activity \$585.58
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/03	12/05	PPLN01	24493981337207000000018	GREYLOR DYNESCO 239-574-2011 FL	\$20.28
12/07	12/08	PPLN01	24013391341000753208194	ROBERT BROOKE & ASSOCIATE 800-6422403 MI	\$158.20
12/09	12/12	PPLN01	24943011344010179544995	THE HOME DEPOT #6874 INDIO CA	\$150.00
12/10	12/12		74943011345010183308225	CREDIT VOUCHER	\$29.96-
12/16	12/19	PPLN01	24943011351010179208773	THE HOME DEPOT #6874 INDIO CA	\$54.34
12/23	12/24	PPLN01	24493981358286934700038	THE HOME DEPOT #6874 INDIO CA	\$83.81
12/23	12/26	PPLN01	24943011358010178617761	SEPULVEDA BLDG INDIO INDIO CA	\$148.91

Cardholder Account Summary					
DAVE COMMONS #### #### #### 7327		Payments & Other Credits \$0.00	Purchases & Other Charges \$696.53	Cash Advances \$0.00	Total Activity \$696.53
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/22	12/23	PPLN01	24692161357100521580589	AWWA EVENTS 303-794-7711 CO	\$560.00
12/22	12/23	PPLN01	24492151356852401036058	OWPSACSTATE 916-278-6142 CA	\$136.53

Additional Information About Your Account
IT IS NOT NECESSARY TO MAIL YOUR PAYMENT. YOUR ACCOUNT WILL BE AUTOMATICALLY PAID THROUGH A DIRECT DEBIT OF YOUR CHECKING OR SAVINGS ACCOUNT ON 01/10/22 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$20459.51

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$20,459.51
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



**Valley Sanitary District
Board of Directors Meeting
January 25, 2022**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Recycled Water Project – Phase 1 Financing Options Discussion

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

Executive Summary

The purpose of this report is to provide the Board of Directors with information regarding financing options for the Recycled Water Project – Phase 1.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5.1: Align long-term financial planning with strategic priorities.

Fiscal Impact

None.

Background

The Recycled Water Project – Phase 1 is a Capital Improvement Project of high priority for the District. The Reclaimed Water Project – Phase 1 will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include adding a sludge thickener unit. This project is necessary to meet anticipated regulatory requirements, tertiary treatment, and recycled water production.

Staff will give a brief presentation of the project status and financing needs. Valerie Houchin from Schneider Electric and Michael Brunzman from Bank of America will be present to answer clarifying questions regarding the project and potential financing options.

Recommendation

Recommend that the Board of Directors receive this report for information.

Attachments

None.



**Valley Sanitary District
Board of Directors Meeting
January 25, 2022**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Adopt Resolution No. 2022-1153 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Gavin Newsom, dated March 4, 2020, and Executive Order N-1-22 dated January 5, 2022, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of Valley Sanitary District for the Period of January 25, 2022, through February 23, 2022, Pursuant to Brown Act Provisions**

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

Executive Summary

The purpose of this report is to discuss the need for teleconference accessibility for Board and committee meetings during the COVID-19 pandemic.

Strategic Plan Compliance

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

Fiscal Impact

There is no additional cost to the District to implement the recommendation.

Background

The State of California proclaimed the existence of a State of Emergency because of the threat of COVID-19, on March 4, 2020. In an effort to reduce the spread of COVID-19 at public meetings, on March 17, 2020, the Governor of California issued Executive Order N-29-20 which suspended and modified specified provisions of the Brown Act [Government Code Section § 54950 et seq.] and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body.

On June 11, 2021, the Governor issued Executive Order N-08-21 which extended the teleconference provisions of EO N-29-20 for public meetings through September 30,

2021. The District implemented teleconference procedures and accessibility for conducting all its public meetings while the Governor's "Stay-At-Home" order was in effect in early 2020. On May 4, 2021, the Governor issued Executive Order N-60-20 which established a framework for a gradual, risk-based reopening of the economy; and on June 11, 2021, issued Executive Order N-07-21, which formally rescinded the "Stay-At-Home" order imposed by Executive Order N-33-20, issued on March 19, 2020.

Following the established state framework for reopening the economy, the District has resumed limited in-person public meetings while also offering teleconference accessibility to members of the public, Board of Directors, and committees, District staff and consultants. AB 361 was signed into law by the Governor on September 16, 2021, which went into effect immediately as urgency legislation (codified under Government Code § 54953) and waived certain provisions of the Brown Act to allow local agencies to continue to meet remotely. Specifically, the bill allows remote teleconference flexibility, but only when there is a state of emergency that makes it unsafe to meet in person. In addition, AB 361 adds new procedures and clarifies the requirements for conducting remote meetings, including the following:

Public Comment Opportunities in Real Time – a legislative body that meets remotely pursuant to AB 361 must allow members of the public to access the meeting via a call-in option or an internet-based service option, and the agenda for the remote meeting must provide an opportunity for members of the public to directly address the body in real time. A legislative body cannot require public comments to be submitted in advance of the meeting.

No Action During Disruptions – in the event of a disruption that prevents the local agency from broadcasting the remote meeting, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, AB 361 prohibits the legislative body from taking any further action on items appearing on the meeting agenda until public access is restored.

Periodic Findings – Government Code § 54953(e)(B) requires the legislative body to hold a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether because of the emergency, meeting in person would present imminent risk to the health or safety of attendees. Boards must make these findings no later than 30 days after the first teleconferenced meeting is held after September 30, 2021 and must also make these findings every 30 days thereafter, in order to continue to allow teleconference accessibility for conducting public meetings (Government Code § 54953(e)(3)). AB 361 will sunset on January 1, 2024.

In addition to the ability to attend public meetings in-person, teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinars platform) is listed on the published agenda for each meeting as well as on the District's website. The District monitors attendance via teleconference as well as email correspondence (as published on the agenda) throughout each public meeting and provides access for public comment opportunities in real time both verbally and in writing.

This Resolution makes the required findings under AB 361, and if adopted, it will allow the District to continue to offer teleconference accessibility for public meetings after September 30, 2021, to help mitigate the spread of COVID-19, as well as during other state-proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk.

Recommendation

Staff recommends that the Board of Directors adopt Resolution No. 2022-1153 proclaiming a local emergency, ratifying the proclamation of a state of emergency by Governor Gavin Newsom, dated March 4, 2020, and Executive Order N-1-22 dated January 5, 2022, and authorizing remote teleconference meetings of the legislative bodies of Valley Sanitary District for the period of January 25, 2022, through February 23, 2022, pursuant to Brown Act provisions.

Attachments

- Attachment A: Resolution 2022-1153
- Attachment B: State of Emergency Proclamation, March 4, 2020
- Attachment C: Executive Order N-1-22, January 5, 2022
- Attachment D: CSDA AB 361 Implementation Guide



Photo #1: Carver Lift Station Wet Well



Photo #2: Calhoun Lift Station Wet Well

RESOLUTION NO. 2022-1153

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM, MARCH 4, 2020, AND EXECUTIVE ORDER N-1-22, JANUARY 5, 2022, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF VALLEY SANITARY DISTRICT FOR THE PERIOD OF JANUARY 25, 2022, THROUGH FEBRUARY 23, 2022, PURSUANT TO BROWN ACT PROVISIONS

Valley Sanitary District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

All meetings of Valley Sanitary District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

The Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

A required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

A proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

It is further required that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

Such conditions exist in the District, specifically, a state of emergency was proclaimed by Governor Gavin Newsom on March 4, 2020, in response to the COVID-19 pandemic; and

On January 5, 2022, the California Department of Public Health updated its Guidance for the Use of Masks requiring masks to be worn in all indoor public settings, regardless of vaccine status, as a measure to mitigate against the Omicron variant until February 15, 2022; and

On January 5, 2022, Governor Newsom issued Executive Order N-1-22 extending flexibilities for state bodies to conduct teleconferences to reduce the risk of in-person exposure to members of the staff body, staff, and members of the public; and

Riverside County Public Health data shows that COVID-19 cases in continue to rise in the Coachella Valley related to the Omicron variant, that the County has a transmission rate of 2.03, and that breakthrough cases for vaccinated individuals reached a high of 30% in December 2021; and

The Board of Directors does hereby find that the continuing COVID-19 state of emergency, public health mask order, and high rate of transmission in the Coachella Valley has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California and ratify state orders for social distancing; and

As a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Valley Sanitary District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

The District will conduct its legislative bodies' meetings via videoconference to encourage members of the public to participate in its meetings.

THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT RESOLVES:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board proclaims that a local emergency now exists throughout the District and that meeting in person could increase the risk transmission of COVID-19 and its variants to District staff, directors, and members of the public, regardless of vaccination status or compliance with mask mandates.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of the Valley Sanitary District are authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting

open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 23, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Valley Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

ADOPTED this 25th day of January 2022, by the following vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

Scott Sear, President

ATTEST:

Dennis Coleman, Secretary

**EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA**

PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), was first identified in Wuhan City, Hubei Province, China, and has spread outside of China, impacting more than 75 countries, including the United States; and

WHEREAS the State of California has been working in close collaboration with the national Centers for Disease Control and Prevention (CDC), with the United States Health and Human Services Agency, and with local health departments since December 2019 to monitor and plan for the potential spread of COVID-19 to the United States; and

WHEREAS on January 23, 2020, the CDC activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

WHEREAS on January 24, 2020, the California Department of Public Health activated its Medical and Health Coordination Center and on March 2, 2020, the Office of Emergency Services activated the State Operations Center to support and guide state and local actions to preserve public health; and

WHEREAS the California Department of Public Health has been in regular communication with hospitals, clinics and other health providers and has provided guidance to health facilities and providers regarding COVID-19; and

WHEREAS as of March 4, 2020, across the globe, there are more than 94,000 confirmed cases of COVID-19, tragically resulting in more than 3,000 deaths worldwide; and

WHEREAS as of March 4, 2020, there are 129 confirmed cases of COVID-19 in the United States, including 53 in California, and more than 9,400 Californians across 49 counties are in home monitoring based on possible travel-based exposure to the virus, and officials expect the number of cases in California, the United States, and worldwide to increase; and

WHEREAS for more than a decade California has had a robust pandemic influenza plan, supported local governments in the development of local plans, and required that state and local plans be regularly updated and exercised; and

WHEREAS California has a strong federal, state and local public health and health care delivery system that has effectively responded to prior events including the H1N1 influenza virus in 2009, and most recently Ebola; and

WHEREAS experts anticipate that while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

WHEREAS it is imperative to prepare for and respond to suspected or confirmed COVID-19 cases in California, to implement measures to mitigate the spread of COVID-19, and to prepare to respond to an increasing number of individuals requiring medical care and hospitalization; and

WHEREAS if COVID-19 spreads in California at a rate comparable to the rate of spread in other countries, the number of persons requiring medical care may exceed locally available resources, and controlling outbreaks minimizes the risk to the public, maintains the health and safety of the people of California, and limits the spread of infection in our communities and within the healthcare delivery system; and

WHEREAS personal protective equipment (PPE) is not necessary for use by the general population but appropriate PPE is one of the most effective ways to preserve and protect California's healthcare workforce at this critical time and to prevent the spread of COVID-19 broadly; and

WHEREAS state and local health departments must use all available preventative measures to combat the spread of COVID-19, which will require access to services, personnel, equipment, facilities, and other resources, potentially including resources beyond those currently available, to prepare for and respond to any potential cases and the spread of the virus; and

WHEREAS I find that conditions of Government Code section 8558(b), relating to the declaration of a State of Emergency, have been met; and

WHEREAS I find that the conditions caused by COVID-19 are likely to require the combined forces of a mutual aid region or regions to appropriately respond; and

WHEREAS under the provisions of Government Code section 8625(c), I find that local authority is inadequate to cope with the threat posed by COVID-19; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in California.

IT IS HEREBY ORDERED THAT:

1. In preparing for and responding to COVID-19, all agencies of the state government use and employ state personnel, equipment, and facilities or perform any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan, as well as the California Department of Public Health and the Emergency Medical Services Authority. Also, all residents are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. As necessary to assist local governments and for the protection of public health, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services needed to assist in preparing for, containing, responding to, mitigating the effects of, and recovering from the spread of COVID-19. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of COVID-19.
3. Any out-of-state personnel, including, but not limited to, medical personnel, entering California to assist in preparing for, responding to, mitigating the effects of, and recovering from COVID-19 shall be permitted to provide services in the same manner as prescribed in Government Code section 179.5, with respect to licensing and certification. Permission for any such individual rendering service is subject to the approval of the Director of the Emergency Medical Services Authority for medical personnel and the Director of the Office of Emergency Services for non-medical personnel and shall be in effect for a period of time not to exceed the duration of this emergency.
4. The time limitation set forth in Penal Code section 396, subdivision (b), prohibiting price gouging in time of emergency is hereby waived as it relates to emergency supplies and medical supplies. These price gouging protections shall be in effect through September 4, 2020.
5. Any state-owned properties that the Office of Emergency Services determines are suitable for use to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services for this purpose, notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.
6. Any fairgrounds that the Office of Emergency Services determines are suitable to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services pursuant to the Emergency Services Act, Government Code section 8589. The Office of Emergency Services shall notify the fairgrounds of the intended use and can immediately use the fairgrounds without the fairground board of directors' approval, and

notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.

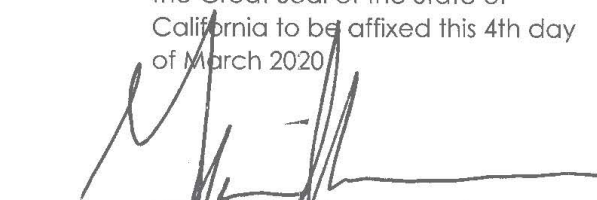
7. The 30-day time period in Health and Safety Code section 101080, within which a local governing authority must renew a local health emergency, is hereby waived for the duration of this statewide emergency. Any such local health emergency will remain in effect until each local governing authority terminates its respective local health emergency.
8. The 60-day time period in Government Code section 8630, within which local government authorities must renew a local emergency, is hereby waived for the duration of this statewide emergency. Any local emergency proclaimed will remain in effect until each local governing authority terminates its respective local emergency.
9. The Office of Emergency Services shall provide assistance to local governments that have demonstrated extraordinary or disproportionate impacts from COVID-19, if appropriate and necessary, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
10. To ensure hospitals and other health facilities are able to adequately treat patients legally isolated as a result of COVID-19, the Director of the California Department of Public Health may waive any of the licensing requirements of Chapter 2 of Division 2 of the Health and Safety Code and accompanying regulations with respect to any hospital or health facility identified in Health and Safety Code section 1250. Any waiver shall include alternative measures that, under the circumstances, will allow the facilities to treat legally isolated patients while protecting public health and safety. Any facilities being granted a waiver shall be established and operated in accordance with the facility's required disaster and mass casualty plan. Any waivers granted pursuant to this paragraph shall be posted on the Department's website.
11. To support consistent practices across California, state departments, in coordination with the Office of Emergency Services, shall provide updated and specific guidance relating to preventing and mitigating COVID-19 to schools, employers, employees, first responders and community care facilities by no later than March 10, 2020.
12. To promptly respond for the protection of public health, state entities are, notwithstanding any other state or local law, authorized to share relevant medical information, limited to the patient's underlying health conditions, age, current condition, date of exposure, and possible contact tracing, as necessary to address the effect of the COVID-19 outbreak with state, local, federal, and nongovernmental partners, with such information to be used for the limited purposes of monitoring, investigation and control, and treatment and coordination of care. The

notification requirement of Civil Code section 1798.24, subdivision (i), is suspended.

13. Notwithstanding Health and Safety Code sections 1797.52 and 1797.218, during the course of this emergency, any EMT-P licensees shall have the authority to transport patients to medical facilities other than acute care hospitals when approved by the California EMS Authority. In order to carry out this order, to the extent that the provisions of Health and Safety Code sections 1797.52 and 1797.218 may prohibit EMT-P licensees from transporting patients to facilities other than acute care hospitals, those statutes are hereby suspended until the termination of this State of Emergency.
14. The Department of Social Services may, to the extent the Department deems necessary to respond to the threat of COVID-19, waive any provisions of the Health and Safety Code or Welfare and Institutions Code, and accompanying regulations, interim licensing standards, or other written policies or procedures with respect to the use, licensing, or approval of facilities or homes within the Department's jurisdiction set forth in the California Community Care Facilities Act (Health and Safety Code section 1500 et seq.), the California Child Day Care Facilities Act (Health and Safety Code section 1596.70 et seq.), and the California Residential Care Facilities for the Elderly Act (Health and Safety Code section 1569 et seq.). Any waivers granted pursuant to this paragraph shall be posted on the Department's website.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 4th day of March 2020



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-1-22

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS on March 12, 2021, I issued Executive Order N-25-20, paragraph 11, and on March 17, 2020, I issued Executive Order N-29-20, paragraph 3, waiving certain requirements that public meetings of state bodies occur in-person; and

WHEREAS on June 11, 2021, I issued Executive Order N-08-21 to roll back certain provisions of my COVID-19-related Executive Orders and to clarify that other provisions remained necessary to help California respond to, recover from, and mitigate the impacts of the COVID-19 pandemic; and

WHEREAS paragraph 42 of Executive Order N-08-21 specified that the waiver of requirements that public meetings of state bodies occur in-person would be valid through September 30, 2021; and

WHEREAS on September 16, 2021, I signed into law Assembly Bill 361 (AB 361), which amended the Government Code and Education Code to provide additional flexibility for state bodies to conduct public meetings via teleconference through January 31, 2022; and

WHEREAS since Thanksgiving, the statewide seven-day average case rate has increased by 805% and the number of COVID-19 hospitalized patients has increased by 154%; and

WHEREAS this surge is being driven by the recent emergence of the Omicron variant, which has recently been estimated to account for approximately 70% of cases sequenced nationally; and

WHEREAS early data suggest that the Omicron variant is more transmissible than the Delta variant; and

WHEREAS requiring large numbers of individuals to gather, and potentially travel long distances, for in-person public meetings could potentially, and unnecessarily, expose numerous people to COVID-19, further contribute to the ongoing surge in cases caused by the Omicron variant, compound disruptions to our economy, and undermine public health measures during the current State of Emergency; and

WHEREAS when the Legislature considered AB 361 this past fall, the Omicron variant had not emerged, and the virus had not demonstrated the ability to evade immunity; and

WHEREAS in light of the present surge in cases due to the Omicron variant, and to protect the public health and safety, it is necessary to temporarily extend the flexibilities for state bodies to conduct teleconferences under AB 361 beyond January 31, 2022, to provide state bodies the option of conducting public meetings remotely to reduce the risk of in-person exposure to members of the staff body, staff, and members of the public; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with the statutes specified in this Order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, and in particular, Government Code sections 8567, 8571, and 8627 do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. The sunset dates in Education Code section 89305.6, subdivision (g), and Government Code section 11133, subdivision (g), are suspended until March 31, 2022.
2. This Order shall expire at 11:59 p.m. on April 1, 2022.

I FURTHER DIRECT that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 5th day of January 2022.



GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY WEBER, PH.D.
Secretary of State



**California Special
Districts Association**
Districts Stronger Together

AB 361 Implementation Guide



California Special Districts Association

Districts Stronger Together

AB 361 – Brown Act: Remote Meetings During a State of Emergency

Background – the Governor’s Executive Orders:

Starting in March 2020, amid rising concern surrounding the spread of COVID-19 throughout communities in the state, California Governor Gavin Newsom issued a series of Executive Orders aimed at containing the novel coronavirus. These Executive Orders ([N-25-20](#), [N-29-20](#), [N-35-20](#)) collectively modified certain requirements created by the Ralph M. Brown Act (“the Brown Act”), the state’s local agency public meetings law.

The orders waived several requirements, including requirements in the Brown Act expressly or impliedly requiring the physical presence of members of the legislative body, the clerk or other personnel of the body, or of the public as a condition of participation in or for the purpose of establishing a quorum for a public meeting.¹² Furthermore, the orders:

- waived the requirement that local agencies provide notice of each teleconference location from which a member of the legislative body will be participating in a public meeting,
- waived the requirement that each teleconference location be accessible to the public,
- waived the requirement that members of the public be able to address the legislative body at each teleconference conference location,
- waived the requirement that local agencies post agendas at all teleconference locations, and,
- waived the requirement that at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

Under the orders, local agencies were still required to provide advance notice of each public meeting according to the timeframe otherwise prescribed by the Brown Act, and using the means otherwise prescribed by the Brown Act. Agencies were – for a time – required to allow members of the public to observe and address the meeting telephonically or otherwise electronically. Local agencies were eventually explicitly freed from the obligation of providing a physical location from which members of the public could observe the meeting and offer public comment.³

In each instance in which notice of the time of the meeting was given or the agenda for the meeting was posted, the local agency was required to give notice of the manner members of the public could observe the meeting and offer public comment. In any instance in which there was a change in the manner of public observation and comment, or any instance prior to the issuance of the executive orders in which the time of the meeting had been noticed or the agenda for the meeting had been posted without also including notice of the manner of public observation and comment, a local agency would be able to satisfy this requirement by

¹ **Executive Order N-25-20**, <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>

² **Executive Order N-29-20**, <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf>

³ *Ibid*



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advertising the means of public observation and comment using "the most rapid means of communication available at the time" within the meaning of California Government Code, section 54954(e); this includes, but is not limited to, posting the manner in which the public could participate on the agency's website.

The orders also provided flexibility for a legislative body to receive a "serial" or simultaneous communication outside of an open meeting, allowing all members of the legislative body to receive updates (including, but not limited to, simultaneous updates) relevant to the emergency (including, but not limited to, updates concerning the impacts of COVID-19, the government response to COVID-19, and other aspects relevant to the declared emergency) from federal, state, and local officials, and would be allowed to ask questions of those federal, state, and local officials, in order for members of the legislative body to stay apprised of emergency operations and the impact of the emergency on their constituents. Members of a local legislative body were explicitly not permitted to take action on, or to discuss amongst themselves, any item of business that was within the subject matter jurisdiction of the legislative body without complying with requirements of the Brown Act.⁴

The Brown Act Executive Orders Sunset – September 30, 2021

On June 11, 2021, the Governor issued Executive Order N-08-21 which rescinds the aforementioned modifications made to the Brown Act, effective September 30, 2021.⁵ After that date, local agencies are required to observe all the usual Brown Act requirements *status quo ante* (as they existed prior to the issuance of the orders). Local agencies must once again ensure that the public is provided with access to a physical location from which they may observe a public meeting and offer public comment. Local agencies must also resume publication of the location of teleconferencing board members, post meeting notices and agendas in those locations, and make those locations available to the public in order to observe a meeting and provide public comment.

AB 361 – Flexibility for Remote Open Meetings During a Proclaimed State Emergency

Assembly Bill 361, introduced in February 2021 by Assembly Member Robert Rivas (D-30, Hollister), and sponsored by the California Special Districts Association, provides local agencies with the ability to meet remotely **during proclaimed state emergencies** under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor's Executive Orders.

Important Note: *AB 361's provisions can only be used in the event that a gubernatorial state of emergency 1) has been issued AND 2) remains active. It is not sufficient that county and/or city officials have issued a local emergency declaration – the emergency declaration must be one that is made pursuant to the California Emergency Services Act (CA GOVT § 8625).*

⁴ **Executive Order N-35-20**, <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.21.20-EO-N-35-20.pdf>

⁵ **Executive Order N-08-21**, <https://www.gov.ca.gov/wp-content/uploads/2021/06/6.11.21-EO-N-08-21-signed.pdf>



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Specifically, AB 361 suspends the requirements located in California Government Code, section 54953, subdivision (b), paragraph (3). What does this mean for local agencies? This means that, during a state of emergency, under specified circumstances, local agencies can meet pursuant to modified Brown Act requirements. Each of these modifications is broken out below.

The provisions enacted by AB 361 providing flexibility to meet remotely during a proclaimed emergency will sunset on January 1, 2024. This is subject to change if a future Legislature and Governor elect to extend the sunset or make the provisions permanent.

AB 361 IMPACTS ON LOCAL AGENCY COMPLIANCE WITH THE BROWN ACT

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.	<ul style="list-style-type: none"> Agendas not required to be posted at all teleconference locations Meeting must still be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency

In the context of an emergency, members of the legislative body of a local agency may be teleconferencing from less-than-ideal locations – e.g., the private domicile of a friend or relative, a hotel room, an evacuation shelter, from a car, etc. The nature of the emergency may further compound this issue, as was the case during the COVID-19 outbreak and the necessity to implement social distancing measures. To address this issue, AB 361 provides relief from the obligation to post meeting agendas at all conference locations.

Although local agencies are relieved from this obligation, local agencies should endeavor to post meeting agendas at all usual locations where it remains feasible to do so.

Important Note: *Local agencies must still provide advance notice of public meetings and must still post meeting agendas consistent with the provisions of the Brown Act. AB 361 does nothing to change the fact that meetings must still be noticed and agendized in advance.*

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.	<ul style="list-style-type: none"> Agendas are not required to identify each teleconference location in the meeting notice/agenda Local agencies are not required to make each teleconference location accessible to the public

Emergencies can – and often do – happen quickly. As was the case with the 2018 Camp Fire, individuals fleeing a disaster area may end up in disparate locations throughout the state. These impromptu, ad hoc locations are not ideal for conducting meetings consistent with the usual



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Brown Act requirements, which may impede local agencies seeking to meet promptly in response to calamity. To that end, AB 361 removes the requirement to document each teleconference location in meeting notices and agendas. Similarly, local agencies are not required to make these teleconference locations accessible to the public.

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, during the teleconferenced meeting, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.	<ul style="list-style-type: none"> No requirement to have a quorum of board members participate from within the territorial bounds of the local agency's jurisdiction

The purpose of AB 361 is to assist local agencies with continuing their critical operations despite facing emergencies that pose a risk to human health and safety – emergencies which oftentimes correspond with advisory or mandatory evacuation orders (e.g., wildfires, earthquakes, gas leaks, etc.). An emergency which drives individuals from an area could make meeting within the bounds of a local agency impossible to do feasibly or safely. Accordingly, AB 361 allows for local agencies to disregard quorum requirements related to members of a legislative body teleconferencing from locations beyond the local agency's territory.

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, the agenda shall provide an opportunity for members of the public to address the legislative body directly at each teleconference location.	<ul style="list-style-type: none"> In each instance in which notice of the time of the teleconferenced meeting is given or the agenda for the meeting is posted, the legislative body shall also give notice of the manner by which members of the public may access the meeting and offer public comment The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option The legislative body shall allow members of the public to access the meeting, and the agenda shall include an opportunity for members of the public to address the legislative body directly In the event of a disruption which prevents the local agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local



	<p>agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored</p> <ul style="list-style-type: none">• Written/remote public comment must be accepted until the point at which the public comment period is formally closed; registration/sign-up to provide/be recognized to provide public comment can only be closed when the public comment period is formally closed
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The right of individuals to attend the public meetings of local agencies and be face-to-face with their elected or appointed public officials is viewed as sacrosanct, only able to be abrogated in the most extraordinary of circumstances. Under normal conditions, local agencies are required to allow members of the public to participate in a public meeting from the very same teleconference locations that other board members are using to attend that meeting.

AB 361 solves the specific problem of what to do in circumstances when local agencies are holding their meetings remotely during an emergency and it would be unsafe to permit access to members of the public to the remote teleconference locations. AB 361 permits local agencies to meet without making teleconference locations available to members of the public, **provided that** members of the public are afforded the opportunity to provide public comment remotely as well.

Importantly, local agencies must ensure that the opportunity for the public to participate in a meeting remains as accessible as possible. This means that local agencies cannot discriminate against members of the public participating either remotely or in-person. In practice, this means:

- Local agencies must clearly advertise the means by which members of the public can observe a public meeting or offer comment during a meeting remotely, via either a call-in or internet-based option

Importantly, local agencies are required to provide the relevant remote access information to members of the public looking to attend a meeting of a local agency legislative body. This information includes, but is not limited to: phone numbers, passwords, URLs, email addresses, etc. Using this information, members of the public must be able to attend the meeting remotely. Any of the information related to participation must be included in the relevant meeting notice(s) and meeting agenda(s). If an agency fails to provide one or more of these key pieces of



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information in a meeting notice or agenda, the agency should not proceed with the meeting as-is, as it could result in any subsequent action being rendered null or void.

- Agencies whose meetings are interrupted by technological or similar technical disruptions must first resolve those issues before taking any other action(s) on items on the meeting agenda

In a notable departure from the terms of the Governor's orders, AB 361 explicitly requires that local agencies must first resolve any remote meeting disruption before proceeding to take further action on items appearing on a meeting agenda. In the event that a public comment line unexpectedly disconnects, a meeting agenda was sent out with the incorrect web link or dial-in information, the local agency's internet connection is interrupted, or other similar circumstances, a local agency is required to stop the ongoing meeting and work to resolve the issue before continuing with the meeting agenda.

Local agencies should ensure that the public remains able to connect to a meeting and offer public comment by the means previously advertised in the meeting notice or agenda. This may require directing staff to monitor the means by which the public can observe the meeting and offer comment to ensure that everything is operating as intended.

In the event that a meeting disruption within the control of the agency cannot be resolved, a local agency should not take any further action on agenda items; the local agency should end the meeting and address the disruption in the interim, or it may risk having its actions set aside in a legal action.

Important Note: *Test, test, test! Local agencies should be testing their remote meeting setup in advance of (and during) every meeting to ensure that there are no apparent issues. Local agency staff should attempt to attend the meeting in the same way(s) made available to members of the public and demonstrate that everything is working as intended. The fact that staff tested the system before and during a meeting and failed to detect any problems may become a key factor in any potential legal action against the agency.*

- Local agencies cannot require that written comments be submitted in advance of a meeting

It is not permissible to require that members of the public looking to provide public comment do so by submitting their comment(s) in advance of a meeting – in fact, not only is this a violation of AB 361's terms, it is also a violation of the Brown Act generally. Both AB 361 and the Brown Act explicitly require that members of the public be given the opportunity to provide public comment **directly** – that is, live and at any point prior to public comment being officially closed during a public meeting. Until such time during a meeting that the chairperson (or other authorized person) calls for a close to the public comment period, members of the public are allowed to submit their public comments directly or indirectly, orally, written, or otherwise.

- Local agencies may only close registration for public comment at the same time the public comment period is closed, and must accept public comment until that point



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Local agencies cannot require that individuals looking to provide public comment register in advance of a meeting (though agencies may extend the **possibility** of advance registration or commenting as a **non-mandatory** option). Nor may local agencies require that individuals looking to provide public comment register in advance of the agenda item being deliberated by a local agency. Local agencies may only close registration for public comment at the same time that they close the public comment period for all. Until the public comment period is completely closed for all, members of the public must be permitted to register for, and provide, public comment.

Local agencies that agendize a comment period for each agenda item cannot close the public comment period for the agenda item, or the opportunity to register to provide public comment, until that agendized public comment period has elapsed.

Local agencies that do not provide an agendized public comment period but instead take public comment separately on an informal, ad hoc basis on each agenda item must allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register or otherwise be recognized for the purpose of providing public comment.

Local agencies with an agendized general public comment period that does not correspond to a specific agenda item (i.e., one occurring at the start of a meeting, covering all agenda items at once) cannot close the public comment period or the opportunity to register until the general public comment period has elapsed.

Brown Act Requirement	Requirement under AB 361
<p>A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.</p> <p>If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.</p>	<ul style="list-style-type: none"> An individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body that requires registration to log in to a teleconference, may be required to register as required by the third-party internet website or online platform to participate

“Zoom meetings” became ubiquitous during the COVID-19 pandemic – for good reason. The Zoom video teleconferencing software was free (with some “premium” features even made temporarily free to all users), easily deployed, and user-friendly. All one needed was a Zoom



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account and then they'd be able to make use of the platform's meeting services, hosting and attending various meetings as they pleased.

Unfortunately, the Brown Act has long prohibited the use of mandatory registration or "sign-ups" to attend public meetings or to provide public comment. Privacy and good governance concerns prohibit such information gathering from members of the public seeking to remain anonymous while also engaging with their government. Accordingly, it would normally be a concern to use any teleconference platform which may require participants to register for an account even when it is not the local agency establishing that requirement.

AB 361 resolves this issue by explicitly allowing local agencies to use platforms which, incidental to their use and deployment, may require users to register for an account with that platform so long as the platform is not under the control of the local agency.

Important Note: *Just because you "can" doesn't mean you "should." There are products on the market that do not require individuals to sign up for/sign in to an account to participate in a remote meeting. Local agencies are heavily discouraged from contacting their remote meeting platform vendor in an attempt to uncover information about meeting attendees.*

RESOLUTIONS: ENACTING ASSEMBLY BILL 361

A local agency wishing to rely on the provisions of AB 361 must meet one of the following criteria:

- (A) The local agency is holding a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
- (B) The local agency is holding a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- (C) The local agency is holding a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

These criteria permit a local agency to schedule a remote meeting to determine whether meeting in-person during the state of emergency would pose imminent risk to the health or safety of attendees. At that remote meeting, a local agency may determine by majority vote that sufficient risks exist to the health or safety of attendees as a result of the emergency and pass a resolution to that effect. These criteria also permit a local agency to meet remotely in the event that there is a state of emergency declaration while state or local officials have recommended or required measures to promote social distancing.

If a local agency passes a resolution by majority vote that meeting in-person during the state of emergency would present imminent risks to the health or safety of attendees, the resolution would permit meeting under the provisions of AB 361 for a maximum period of 30 days. After 30



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days, the local agency would need to renew its resolution, consistent with the requirements of AB 361, if the agency desires to continue meeting under the modified Brown Act requirements, or allow the resolution to lapse.

Important Note: Consider referencing [the initial sample resolution linked on this page \(click here\)](#) in crafting your agency's initial resolution effecting the transition to these modified Brown Act requirements. While this sample resolution is provided for the benefit of local agencies, consult your legal counsel to review your agency's resolution before its consideration at a public meeting.

After 30 days, a local agency is required to renew its resolution effecting the transition to the modified Brown Act requirements if it desires to continue meeting under those modified requirements.

Importantly, the ability to renew the resolution is subject to certain requirements and conditions. In order to renew the resolution, a local agency must:

- Reconsider the circumstances of the state of emergency
- Having reconsidered the state of emergency, determine that either
 - The state of emergency continues to directly impact the ability of the members to meet safely in person, or
 - State or local officials continue to impose or recommend measures to promote social distancing

AB 361 requires that the renewal of the resolution effecting the transition to the modified Brown Act requirements must be based on findings that the state of emergency declaration remains active, the local agency has thoughtfully reconsidered the circumstances of the state of emergency, and the local agency has either identified A) ongoing, direct impacts to the ability to meet safely in-person or B) active social distancing measures as directed by relevant state or local officials.

Important Note: Consider referencing [the subsequent adoption sample resolution linked on this page \(click here\)](#) in crafting your agency's renewal resolution renewing the transition to these modified Brown Act requirements. While this sample resolution is provided for the benefit of local agencies, consult your legal counsel to review your agency's resolution before its consideration at a public meeting.

Important Note: If your agency does not meet again before the 30 day period during which the resolution remains active, the resolution will lapse for lack of action by the agency. After a resolution has lapsed, if the agency seeks to meet remotely again under the modified Brown Act requirements, it must pass a new initial resolution effecting the transition to the modified Brown Act requirements, subject to the same substantive and procedural requirements as before.



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AB 361 PROCESS: AN EXECUTIVE SUMMARY

1. An emergency situation arises. The specific nature of the emergency produces an imminent risk to public health and safety.
2. A state of emergency is declared (pursuant to CA GOVT § 8625).
3. A local agency wishes to meet remotely via teleconferencing as a result of the emergency. A meeting notice/agenda are produced and posted, with an agenda item dedicated to consideration of a resolution to transition to teleconferenced meetings consistent with the terms of CA GOVT § 54953, subdivision (e). For this meeting, the modified Brown Act requirements apply (e.g., meeting notices/agendas do not need to be posted at all teleconference locations).
4. A resolution is passed consistent with the terms of CA GOVT § 54953, subdivision (e), paragraph (1), subparagraph (B) (i.e., a resolution passed by majority vote determining that meeting in person would present imminent risks to the health or safety of attendees).¹ This resolution is valid for 30 days.
5. 30 days later: if the state of emergency remains active, a local agency may act to renew its resolution effecting the transition to teleconferenced meetings by passing another resolution, consistent with the terms of CA GOVT § 54953, subdivision (e), paragraph (3) (i.e., a resolution which includes findings that legislative body has both 1) reconsidered the circumstances of the state of emergency, and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person.²

¹ Alternatively, in lieu of a resolution finding that meeting in person would present imminent risks to the health or safety of attendees, a local agency may use modified Brown Act procedures when state/local officials recommend/require measures to promote social distancing.

² Should state/local officials continue to impose or recommend measures to promote social distancing, this may instead be used as a basis for renewing a resolution (as opposed to the fact that the state of emergency continues to directly impact the ability of the members to meet safely in person).

This communication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these communications.

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**Valley Sanitary District
Board of Directors Meeting
January 25, 2022**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: **Approve Resolution 2022-1154 Employee Wages and Benefits Effective July 1, 2021**

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

Executive Summary

The purpose of this report is for the Board of Directors to review and approve resolution 2022-1154 Employee Wages and Benefits Effective July 1, 2021, specifically as it pertains to the Cafeteria Plan.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1: Fully Staff with a Highly Trained and Motivated Team.

Fiscal Impact

The fiscal impact of the increase to the employee Cafeteria Plan is \$7,353 for six (6) months. The District will utilize budget savings from the fiscal year 2021/22 to cover the cost.

Background

At the August 10, 2021 Board of Directors Meeting, staff presented the approved CalPERS Medical Premiums. The medical premiums among the offered plans increased between 5.85% and 25.14%. The Dental and vision plans also increased 6.00% and 4.00% respectively. During this meeting, it was discussed that the item would be brought to the Board for a possible increase to the cafeteria plan in January of 2022.

The proposed resolution increases the monthly cafeteria plan by \$160 or 8.87%. The 8.87% increase was determined using the Consumer Price Index for Medical Care as of December 2020.

The table below represents the changes and costs of the new cafeteria plan.

Employee	Current Monthly Out of Pocket Expense for Staff	Amended Monthly Out of Pocket Expense for Staff	Amended Monthly District Contribution	District Expense Six (6) Months
Employee A	\$ 42	\$ -	\$ 42	\$ 252
Employee B	\$ 91	\$ -	\$ 91	\$ 544
Employee C	\$ 91	\$ -	\$ 91	\$ 544
Employee D	\$ 91	\$ -	\$ 91	\$ 544
Employee E	\$ 91	\$ -	\$ 91	\$ 544
Employee F	\$ 464	\$ 304	\$ 160	\$ 960
Employee G	\$ 91	\$ -	\$ 91	\$ 544
Employee H	\$ 91	\$ -	\$ 91	\$ 544
Employee I	\$ 464	\$ 304	\$ 160	\$ 960
Estimated New Employee J	\$ 464	\$ 304	\$ 160	\$ 960
Estimated New Employee K	\$ 464	\$ 304	\$ 160	\$ 960
Total	\$ 2,441	\$ 1,216	\$ 1,226	\$ 7,353

Recommendation

Staff recommends that the Board adopt Resolution No. 2022-1154 and rescind Resolution 2021-1152.

Attachments

- Attachment A: Consumer Price Index for Medical Care as of December 2020.
- Attachment B: Board Report 4.2 CalPERS Medical Premiums for Calendar Year 2022
- Attachment C: Resolution 2022-1154 Employee Wages and Benefits Effective July 1, 2021



Bureau of Labor Statistics > Consumer Price Index > Publications > Factsheets

Consumer Price Index

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Measuring Price Change in the CPI: **Medical care**

The **medical care** index is one of eight major groups in the Consumer Price Index (CPI) and is divided into two main components: **medical care services** and **medical care commodities**, each containing several item categories.

Medical care services, the larger component in terms of weight in the CPI, is organized into three categories: **professional services**, **hospital and related services**, and **health insurance**. **Medical care commodities**, the other major component, includes **medicinal drugs** and **medical equipment and supplies**.

The following topics that are frequently confusing to the public are explained in this factsheet: [expenditure methodology](#), [health insurance](#), [prescription drugs](#), [professional services](#), and [hospital services](#).

Expenditure methodology

General CPI methodology

The CPI measures inflation by tracking retail prices of a good or service of a constant quality and quantity over time. Tracking retail prices allows CPI to capture changes in *out-of-pocket* household spending over time. Each month, the various item indexes reflect the observed price changes, aggregating up to the **all items** CPI.

In the aggregation process, each item index is assigned a relative importance, or weight. The weight of each item in the CPI is determined using the [Consumer Expenditure Survey](#) (CE) which collects information from the nation's households and families on their buying habits (or expenditures), income, and household characteristics. Goods and services that consumers spend the most on will be the most heavily weighted. Additional information on CE and how weights are calculated and updated can be found in the CPI and the CE sections of the [BLS Handbook of Methods](#).

Medical care methodology

The CE tracks consumer out-of-pocket spending on medical care, which is used to weight the medical care indexes. CE defines out-of-pocket medical spending as:

- patient payments made directly to retail establishments for medical goods and services;
- health insurance premiums paid for by the consumer, including Medicare Part B; and
- health insurance premiums deducted from employee paychecks.

Employer paid portions of insurance premiums and fully tax-funded medical care (such as Medicare Part A and Medicaid) are not considered out-of-pocket, and therefore not used in weighting the indexes.

While the weight of each CPI medical care related index is determined by out-of-pocket spending, price change reflected by the indexes measure the total reimbursement to medical care providers. This includes medical care payments made by private insurance companies, Medicare Part B, and Medicare Part D on behalf of consumers.

For example, in the **physicians' services** index, we consider the price of an office visit to be the patient's \$20 copay, as well as the \$80 insurance payment to the physician, for a total of \$100. The \$100 figure is used when calculating any price change.

The reason for this apparent discrepancy is due to challenges the CPI faces when pricing health insurance; this is described in more detail in the [health insurance](#) section. Medicaid and worker's compensation payer types are not eligible for the CPI since consumers do not make out-of-pocket payments to participate in these programs.

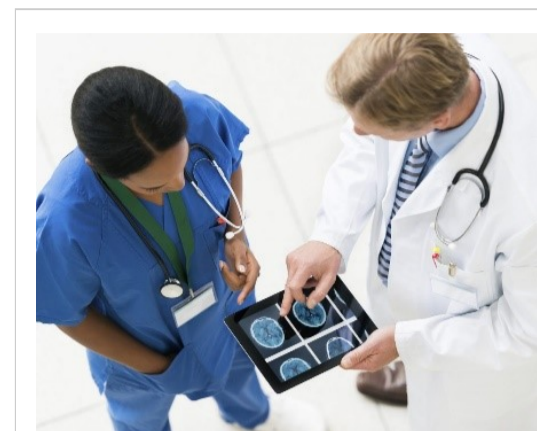
Note: Since the relative importance of medical care only includes out-of-pocket expenditures, its share in the CPI is smaller than its share of gross domestic product (GDP) and other national accounts measures. GDP includes reimbursements that are fully paid for by public sources and employers, increasing medical care's share of GDP.

Table A. Definitions of published medical care indexes and relative importance as of December 2020.

Item	Definition	Relative importance (percent)	Percentage of the Medical Care Index
Medical care	Medical care commodities and medical care services	8.870	100%
A. Medical care commodities	Prescription drugs, nonprescription over-the-counter-drugs, and other medical equipment and supplies	1.580	18%
1. Medicinal drugs	All prescription and over-the-counter drugs	1.515	171.41%
a. Prescription drugs	All drugs dispensed by prescription. Mail order outlets are included. Prices reported represent transaction prices between the pharmacy, patient, and third party payer, if applicable.	1.141	13%
b. Nonprescription drugs	All nonprescription drugs, including topicals	0.374	4%

Footnotes:

- (1) Substratum index: a special index published below the typical item level. Relative importance is not available for these indexes.
 (2) CPI pricing and weighting excludes institutionalized populations such as those living in nursing homes.



Related Articles

[Household healthcare spending in 2014](#)

[Spotlight on Healthcare](#)

[Employment and Wages in Healthcare Occupations](#)

Item	Definition	Relative importance (percent)	Percentage of the Medical Care Index
2. Medical equipment and supplies	Nonprescription medicines and dressings used externally, contraceptives, and supportive and convalescent medical equipment (e.g., adhesive strips, heating pads, athletic supporters, and wheelchairs)	0.066	1%
B. Medical care services	Professional medical services, hospital services, nursing home services, adult day care, and health insurance	7.289	82%
1. Professional services	Physicians, dentists, eye care providers, and other medical professionals	3.662	41%
a. Physicians' services	Services by medical physicians in private practice, including osteopaths, which are billed by the physician. Includes house, office, clinic, and hospital visits. (Excludes independent lab work and ophthalmologists. See Eyeglasses and eye care.)	1.817	20%
b. Dental services	Services performed by dentists, oral or maxillofacial surgeons, orthodontists, periodontists, or other dental specialists in group or individual practice. Treatment may be provided in the office or hospital.	1.005	11%
c. Eyeglasses and eye care	Services and goods provided by opticians, optometrists, and ophthalmologists. Includes eye exams, dispensing of eyeglasses and contact lenses, office visits, and surgical procedures in the office or hospital.	0.365	4%
d. Services by other medical professionals	Services performed by other professionals such as psychologists, chiropractors, physical therapists, podiatrists, social workers, and nurse practitioners in or out of the office. Also, includes independent lab work and imaging services.	0.474	5%
2. Hospital and related services	Services provided to inpatients and outpatients. Includes emergency room visits, nursing home care and adult day care.	2.419	27%
a. Hospital services	Services provided to patients during visits to hospitals, ambulatory surgical centers, or other similar settings.	2.221	25%
i. Inpatient hospital services (1)	Services for inpatients. Includes a mixture of itemized services, Diagnosis Related Group -based services, per diems, packages, or other bundled services.	N/A	
ii. Outpatient hospital services (1)	Services provided to patients classified as outpatients in hospitals, free standing services facilities, ambulatory surgery, and urgent care centers.	N/A	
b. Nursing home and adult day care services	Charges for residential care at nursing homes, nursing home units of retirement homes, and convalescent or rest homes. Also includes non-residential adult day care.	0.124	1%
c. Care of invalids and elderly at home	Fees paid to individuals or agencies for the personal care of invalids, elderly or convalescents in the home including food preparation, bathing, light house cleaning, and other services	0.073	1%
3. Health Insurance	Indirect approach based on retained earnings method. See Health Insurance section.	1.209	14%

Footnotes:
(1) Substratum index: a special index published below the typical item level. Relative importance is not available for these indexes.
(2) CPI pricing and weighting excludes institutionalized populations such as those living in nursing homes.

Health insurance

Challenges to pricing health insurance

Even though insurance premiums are an important part of consumers' medical spending, the CPI does not directly price health insurance policies. In a direct approach, we would track the movement of insurance premiums, holding constant the quality of insurance, and use these price relatives to build the Health Insurance index. However, the CPI has been unable to consistently control for changes in quality such as policy benefits and risk factors. Price change between health plans of varying quality cannot be compared, and any quality adjustment methods to facilitate price comparison would be difficult and subjective. As a result, we developed an indirect approach called the retained earnings method.

Retained Earnings Method

Methodology Framework

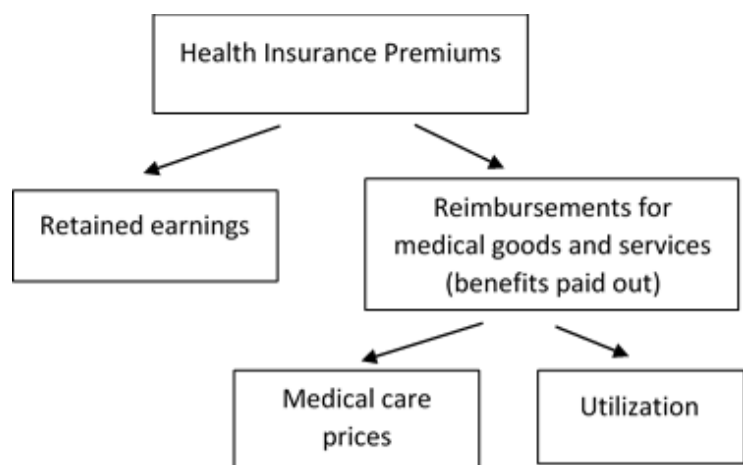
This section offers a general overview of the retained earnings methodology; the specifics of each step are detailed in later sections. This method begins by decomposing health insurance premiums into the two ways they are used by the insurance company: earnings retained by the insurance company and the benefits paid out on behalf of customers.

The earnings retained by the company can be thought of as leftover premiums income after paying out benefits and rebates¹. These earnings retained by the insurance company are used to cover administrative costs or kept as profit. The CPI thinks of this value as the cost of administering insurance services, such as paying out claims, and refers to it as the retained earnings.

Benefits paid out — or reimbursements to providers for medical goods and services — can be broken down as the product of medical care prices and medical care utilization. In other words, total benefits equals the average price of medical service claims multiplied by the number of claims filed.

Deconstructing health insurance premiums in this way shows that premiums are a function of retained earnings, utilization, and the price of medical care.

Figure A. Breakdown of Health Insurance Premium Components.



Once premiums are defined, the CPI makes an important assumption: that the quality of a health insurance policy can be held constant through the ratio of retained earnings to benefits paid out. For example, if retained earnings rise as a result of increased premiums while benefits paid out stays constant, then the quality of insurance has decreased relative to its cost. This monthly relative of the retained earnings to benefits ratio is how the CPI tracks premium prices without having to adjust for quality changes in each insurance policy, such as services covered.

Since CPI only wants to track change in retained earnings in the **health insurance** index, CPI must reallocate the health insurance weight representing benefits paid out. This weight is reassigned accordingly to the non-insurance **medical care** indexes.

After this weight is reallocated, the monthly relative of the retained earnings to benefits ratio is multiplied by the monthly change in each non-insurance medical care index. This is done to account for the effect that changing medical prices has on premiums, and thus retained earnings.

We separate the process of reassigning weight and calculating the **health insurance** Index into four steps which are discussed in greater detail below.

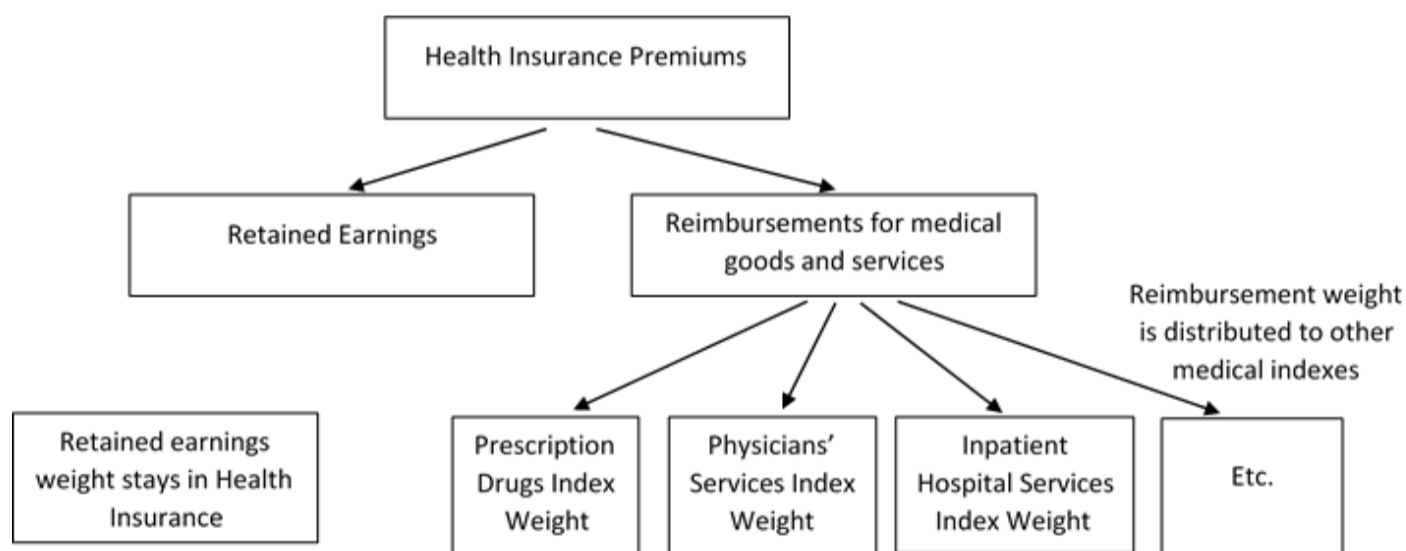
1. Separating health insurance index weights
2. Calculating the retained earnings ratio
3. Health insurance index aggregation
4. Reassigning health insurance weight

1. Separating health insurance index weights

The first step of the retained earnings method is to determine the appropriate weighting. The method we use reassigns part of the **health insurance** weight to the other **medical care** indexes. This is done by breaking down health insurance premiums, and thus the **health insurance** index weight, into the two ways premium payments are disbursed: insurance reimbursements for medical goods and services, and the administrative costs and profits of insurance companies (retained earnings).

Once separated, the weight corresponding to medical care reimbursements will be reallocated to the other non-insurance **medical care** indexes. The method for this reallocation is described in the *reassigning health insurance weight* section below. The weight corresponding to retained earnings remains in the **health insurance** index.

Figure B. Health Insurance Weight Redistribution.



2. Calculating the monthly retained earnings ratio

The second step in the retained earnings method is to calculate the retained earnings ratio and its monthly relative. The retained earnings ratio is calculated using premium income and benefit payment data obtained from industry sources. Total premiums and benefits for each calendar year are sourced from the National Association of Insurance Commissioners (NAIC) and the California Department of Managed Health Care (DMHC) for commercial insurance. Since this information is not available in real time, the retained earnings ratio is generally lagged by 10 months, depending on when the industry data sources are updated.

The retained earnings ratio is calculated as:

1. The total benefits paid out by the insurer is subtracted from its total premiums income to get the retained earnings.
2. The retained earnings is then divided by total benefits to get a ratio of retained earnings to benefits.
3. The annual relative change between ratios of retained earnings to benefits (the retained earnings ratio) is calculated by dividing the current year's ratio by the previous year's ratio.
4. The annual retained earnings ratio is then converted to a monthly relative by taking its twelfth root. (See table B.)

Below is a hypothetical calculation of the change in retained earnings for commercial carriers:

Table B. Calculation for monthly retained earnings ratio.

Year	Total Premiums Income	Total Benefits	Retained Earnings	Retention-Benefit Ratio
------	-----------------------	----------------	-------------------	-------------------------

Year	Total Premiums Income	Total Benefits	Retained Earnings	Retention-Benefit Ratio
T-1	\$100,000	\$94,000	\$6,000	0.06383
T	\$107,000	\$100,000	\$7,000	0.07

- Total benefits paid out in year T are subtracted from total premiums income in year T to get the retained earnings.

$$\begin{aligned} & \$107,000 \text{ (Total Premiums Income)} - \$100,000 \text{ (Total Benefits)} \\ & = \$7,000 \text{ (Retained Earnings)} \end{aligned}$$

- The retained earnings is divided by total benefits to get a ratio of retained earnings to benefits.

$$\begin{aligned} & \frac{\$7,000 \text{ (Retained Earnings)}}{\$100,000 \text{ (Total Benefits)}} \\ & = 0.07 \text{ (Retention - Benefit Ratio)} \end{aligned}$$

- The Retention-Benefit Ratio for year T is divided by the Retention-Benefit Ratio for year T-1 to get the retained earnings ratio.

$$\begin{aligned} & \frac{0.07 \text{ (Retention Benefit Ratio Year T)}}{0.06383 \text{ (Retention Benefit Ratio Year T - 1)}} \\ & = 1.09666 \text{ (Retained Earnings Ratio)}. \end{aligned}$$

The 1.09666 relative change, or 9.67 percent, is the annual increase in the retained earnings ratio. In other words, assuming benefits paid out has remained constant, the health insurance company has retained 9.67 percent more premiums income than in the previous year.

- Spreading this annual change equally over 12 months is done by taking the twelfth root of the retained earnings ratio.

$$\begin{aligned} & 1.09666 \text{ (Retained Earnings Ratio)}^{\left(\frac{1}{12}\right)} \\ & = 1.007719 \text{ (Monthly Retained Earnings Relative)} \end{aligned}$$

This 1.007719 relative, or 0.77 percent, is the monthly retained earnings relative.

3. Health insurance index aggregation

The third step in the retained earnings method is to multiply the monthly retained earnings relative by the index relatives of the other nine non-insurance medical indexes. This allows the CPI to account for the effect medical price change has on health insurance premiums. These nine indexes are: physicians' services, dental services, eye care, other professional services, hospital services, nursing homes, home health care, prescription drugs, and medical equipment.

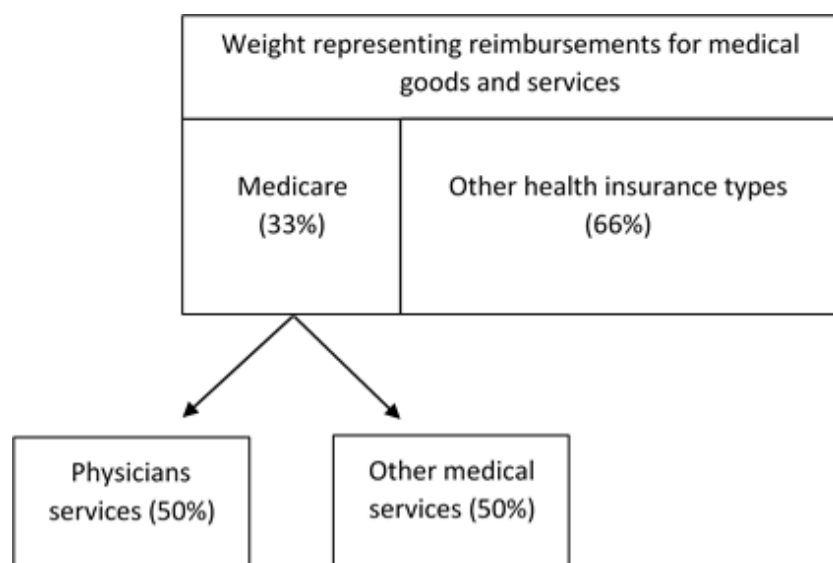
This results in nine health insurance index products, each factoring in medical care price changes. Each index product is weighted using the retained earnings weight left in the Health Insurance index. The overall Health Insurance index is calculated by aggregating these nine index products by their corresponding weights.

4. Reassigning health insurance index weight

The fourth and final step of the retained earnings method is to reassign the previously separated Health Insurance index weight to the other nine non-insurance indexes. Remember that the health insurance weight is split between medical care reimbursement and retained earnings. The weight representing medical care reimbursement is what gets reassigned to the other indexes. This weight is further split by health insurance type (commercial insurance and Medicare) and then redistributed to each medical non-insurance index in proportion with how much each health insurance type pays for that medical good or service.

For example, let's say Medicare is responsible for one-third of the reimbursement weight in the **health insurance** index and half of Medicare spending is used to pay for physicians services. This would mean one-half of one-third of the **health insurance** index weight would be transferred to the **physicians' services** index.

Figure C. Reassigning Health Insurance Weight.



This process occurs for each health insurance type and each of the non-insurance medical indexes until all of the weight representing reimbursements is redistributed. Industry data is used to determine the percentage each health insurance type pays for each medical item.

After the reallocation of expenditure on benefits, non-insurance medical care indexes carry the weight of both out-of-pocket payments and the insurance reimbursements for medical care. Therefore, each of these non-insurance indexes must track the price relatives of the total reimbursement (insurance reimbursements as well as the out-of-pocket patient copays). Continuing the example above, if the CPI is tracking the cost of an annual physical paid for by Medicare, we would track both the patient co-pay as well as how much Medicare pays.

Recent Changes

Prior to September 2018, commercial insurance data was sourced from A.M. Best's Insurance rather than NAIC and DMHC.

In October 2020, the retained earnings calculation began including premium and benefit expenditures for Medicare Advantage. Previously, these Medicare Advantage expenditures were not included.

Prior to April 2021, part of the retained earnings calculation included premiums and benefits data from a national nonprofit health insurance carrier. This data was replaced by National Association of Insurance Commissioners (NAIC).

Prescription Drugs

The **prescription drugs** index measures price change of drugs purchased with a prescription at a retail, mail order, or internet pharmacy. The tracked price is the total reimbursement to the retailer from the patient and all eligible payers for a single prescription. Payers are any entities who reimburse health care providers for the cost of medical services and/or goods. Eligible payer types for prescription drugs are: patient self-pay (cash), commercial or private insurance, and Medicare Part D.

Prescription drugs that are primarily consumed and paid for as part of hospital visits are included in the **hospital services** index. A deeper examination of BLS methodology for handling prescription drugs can be found [here](#).

Item sampling

The **prescription drugs** index employs a streamlined sampling method; the pricing unit, or quote, is a specific prescription for a particular drug. When sampling drugs to price at a pharmacy, we obtain a list of the last 20 prescriptions dispensed and each prescription is assigned a percentage representing its likelihood to be sampled. The assigned percentage is equal to each prescription's price divided by the total price of all 20 prescriptions. Using these probabilities, a prescription is selected; this process is known as sampling by probability proportional to size (PPS).

In this case, the "size" refers to the total reimbursement (patient payment and payer reimbursement) to the pharmacy for the prescription. The more expensive or more popular a drug is, the higher its sales numbers will be, and the more likely it is to be selected. This item selection process is the desired procedure and is attempted at every pharmacy selected for pricing. We work with respondents who cannot provide the necessary information to determine a workable sampling process, which may include selecting a drug via equal probability or other simplified methods.

Special patent loss procedures

When a brand-name drug in the sample loses its patent protection, consumers will often switch to the cheaper generic drugs that have entered the market. To accurately reflect the market, the CPI will resample all previous instances where the brand was selected because no generic existed at the time. We then resample between brand and generic versions of the originally sampled drug using corresponding probabilities proportional to the share of prescriptions sold at the pharmacy in the past 3 months.

To give enough time for the market to fully adjust to the new generics, the CPI waits approximately six months after patent expiration before implementing the resampling procedure. Resampling occurs only once. If a generic is selected, we treat any difference in price from the brand as a price change and the price difference is reflected in the index in the month when the resampling was performed. If the brand is selected again, we simply continue to price the brand.

Drugs changing to over-the-counter

If a specific prescription drug becomes available over-the-counter (OTC), the CPI will continue to price any quotes of the drug in the **prescription drug** index until it rotates out under normal rotation procedures (a complete rotation occurs once every 4 years with one-eighth rotating every 6 months). During this time, the quote remains in the prescription drug sample and any price change is reflected in the **prescription drug** index. Any quotes for that drug are not immediately transferred to the **non-prescription drugs** index, but once the drug becomes available OTC, it is eligible for selection in the **non-prescription drugs** index.

Recent changes

In 2016, the **prescription drugs** index changed its estimation formula from a geometric means formula to a Laspeyres formula. This was done following CPI research finding that the substitution effect for prescription drugs is overstated when using a geometric means formula.

Professional services

The **professional services** index covers services that are performed and billed by private-practice medical doctors, dentists, eye care providers, and other medical providers. **Physicians' services** and **dental services** indexes have most of the weight for this category. The **professional services** index collects prices on three different payer types: patient self-pay (cash), commercial or private insurance, and Medicare Part B.

Since Medicare Part B does not cover most dental services, the **dental services** index does not accept Medicare Part B payments, but does accept patient self-pay and private insurance.

Item sampling

The methodology for initiating all professional services is the same. The pricing unit is a doctor's visit, defined by a specific medical service. At the initial visit, we establish the practitioner's specialty; if it is a group practice, one practitioner is sampled. Then a medical service is sampled via PPS. Here, "size" refers to the total reimbursement of each service over the previous year. For Physicians' Services, Current Procedural Terminology (CPT) codes are collected to help describe the item accurately. Like most other CPI items, samples for professional services are rotated once every 4 years with one-eighth of the sample rotating every 6 months.

Recent changes

In September 2014, the CPI began pricing services at Health Maintenance Organizations (HMOs); previously HMOs were not eligible.

In June 2017, the CPI began using a carry forward process for some prices in the **physicians' services** index in order to reduce the time burden on CPI survey respondents. Many physicians make limited adjustments to their prices each year, usually only changing prices when renegotiating their annual contract with insurance companies. This means physicians' offices are eligible to have prices collected less frequently. For non-pricing months, the last collected price for each quote is carried forward for use in the current month index. Most offices that are approved for carry forward are priced between 2 and 4 months per year. The selected pricing months are those where price changes are most likely to occur.

In April 2018, the CPI began calculating sub-indexes at the payer type level for the Physicians' Services Index. The CPI uses the Medical Expenditure Panel Survey (MEPS) to weight the associated payer type indexes within a geographical area. The CPI then aggregates these area payer-type sub-indexes to calculate the U.S. level change. This change was made to improve the index representativeness of the various payer types by increasing the share of payments covered by private insurance relative to payments made by uninsured people and payments covered by Medicare Part B.

Hospital services

The **hospital services** index tracks the price of services performed and billed by a hospital. It includes both inpatient and outpatient medical services, as well as room and board, lab work, and other services provided by the hospital. It includes services performed by physicians if they are employed by the hospital. However, it excludes services performed by physicians who do not work for the hospital, even if they are using hospital facilities. Those services are captured in the professional services index. Eligible payers for the **hospital services** index are: patient self-pay (cash), commercial or private insurance, and Medicare Part B.

Item sampling

The pricing unit is a hospital visit, defined by a specific medical service and a specific diagnosis or medical condition. At the initial visit, we work with the respondent to select a medical service using PPS. Here, "size" is referring to total reimbursement to the hospital. We then document the medical service and specific procedures of the hospital visit.

Reimbursements to hospitals can be categorized as either an itemized list or a lump sum payment. Reimbursement through an itemized list, usually called fee-for-service or fee schedule, results in a separate price for each individual good and service provided. Lump sum reimbursements, such as Diagnosis-Related Group (DRG) charges, result in a flat fee for all goods and services rendered based on the diagnosis or the type of procedure performed.

Recent changes

Following the August 2018 sample, the hospital services sample will be rotated less frequently. Outlets will be priced for 8 years instead of the standard 4 years. The sample will be static for 4 of the 8 years, after which the sample will undergo routine semi-annual rotation over the following 4 years. Currently the sample is in a static phase, the next wave of new outlets will be collected in February 2023.

Data

Access data for [medical care](#) in our online database.

Additional information

We often receive questions about where potentially ambiguous items are categorized; table C contains a list of these items along with their expenditure category.

Table C. Ambiguous medical items and outlet types.

Item/Outlet	Expenditure Category
Anti-Aging Cream	Personal Care Products
Appetite Suppressant	Medicinal Drugs
Asthma Inhaler	Medical Equipment and Supplies
Back Brace	Medical Equipment and Supplies
Breast Pumps	Miscellaneous Personal Goods
Chair for the Shower	Medical Equipment and Supplies
Compression Socks	Medical Equipment and Supplies
Dietary Supplements	Medicinal Drugs
Douche	Personal Care Products
Drug and/or Rehabilitation Centers	Hospital and Related Services
Exfoliate	Personal Care Products
Eye Drops	Medicinal Drugs
Feminine Hygiene	Personal Care Products
Glucose Test Urine Strip	Medical Equipment and Supplies
Hair Loss Treatment	Personal Care Products
Independent Medical Laboratories	Professional Services
Intermediate Care Facilities for Individuals with Intellectual Disabilities	Hospital and Related Services
Latex Gloves	Medical Equipment and Supplies

Item/Outlet	Expenditure Category
Lip Balm	Personal Care Products
Lotion	Personal Care Products
Massage Therapist	Professional Services
Masseuse	Personal Care Services
Medical Acne Treatment	Medicinal Drugs
Nasal Spray	Medicinal Drugs
Nasal Wash	Medical Equipment and Supplies
Needles for Injecting Medicine	Medical Equipment and Supplies
Nicotine Gum	Medicinal Drugs
Ovulation Kits	Medical Equipment and Supplies
Performance Supplement	Medicinal Drugs
Pregnancy Tests	Medical Equipment and Supplies
Probiotics	Medicinal Drugs
Protein Shakes	Other Foods
Shoe Orthotics	Personal Care Products
Snoring Treatment Strips	Medical Equipment and Supplies
Steam Inhaler	Medical Equipment and Supplies
Vitamins	Medicinal Drugs
Wander Alarm	Medical Equipment and Supplies

Experimental disease-based price indexes created by the BLS are available on the [Price and Index Number Research](#) page.

Additional information may be obtained from the Consumer Price Index Information Office by [email](#) or calling 202-691-7000. Information on the CPI's overall methodology can be found in the CPI section of the BLS [Handbook of Methods](#).

Note:

¹ Rebates are removed from the premium income data prior to BLS receiving the data.

Last Modified Date: August 30, 2021

U.S. BUREAU OF LABOR STATISTICS Division of Consumer Prices and Price Indexes Suite 3130 2 Massachusetts Avenue NE
Washington, DC 20212-0001

Telephone:1-202-691-7000_ www.bls.gov/CPI [Contact CPI](#)



**Valley Sanitary District
Board of Directors Meeting
August 10, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: CalPERS Medical Premiums for Calendar Year 2022

<input type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input checked="" 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 adopted CalPERS medical plan premiums for calendar year 2022.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1: Fully staffed with a highly trained and motivated team.

Fiscal Impact

There is no fiscal impact to the District based on the new medical plan premiums. On July 13, 2021, the VSD Board of Directors adopted Resolution No. 2021-1149. This resolution established the District’s contributions toward employees’ health premiums (medical, dental, vision) each month. For calendar year 2022, the total District contribution will be up to \$1,949 per month.

- ✓ \$149 toward the required PEMHCA minimum employer contribution
- ✓ up to \$1,800 into a cafeteria plan toward medical, dental, and vision plan premiums

If an employee chooses a plan that is more than the District’s total contributions, the additional amount will be deducted from the employee’s paycheck each month.

Background

The District contracts with the California Public Employees Retirement System (CalPERS) for the purpose of providing employees with medical insurance benefits. On July 13, 2021, the CalPERS Board of Administration adopted the medical plans and premiums for calendar year 2022. The premiums for the most selected medical plans

are shown below. Plan premiums that exceed the District's total contribution are highlighted.

Kaiser HMO

Enrollment Level	Plan Premium (\$) 2021	Plan Premium (\$) 2022	Change
Employee	669.84	719.78	7.46%
Employee + 1	1,339.68	1,439.56	
Employee + Family	1,741.60	1,871.43	

Anthem Select HMO

Enrollment Level	Plan Premium (\$) 2021	Plan Premium (\$) 2022	Change
Employee	639.10	676.48	5.85%
Employee + 1	1,287.20	1,352.96	
Employee + Family	1,661.66	1,758.85	

PERS Gold (PPO)

Enrollment Level	Plan Premium (\$) 2021	Plan Premium (\$) 2022	Change
Employee	459.94	575.56	25.14%
Employee + 1	919.88	1,151.12	
Employee + Family	1,195.84	1,496.46	

PERS Platinum (PPO)

Enrollment Level	Plan Premium (\$) 2021	Plan Premium (\$) 2022	Change
Employee	761.23	863.37	13.42%
Employee + 1	1,522.46	1,726.74	
Employee + Family	1,979.20	2,244.76	

In addition to the CalPERS medical plans, VSD offers its employees dental and vision plans. The cost of the plans is calculated as part of the total monthly allotted amount of \$1,949.

Dental

Enrollment Level	Plan Premium (\$) 2021	Estimated Plan Premium (\$) 2022	Estimated Change
Employee	31.91	33.82	6.0%
Employee + Spouse	67.12	71.15	
Employee + Children	94.44	100.11	
Employee + S + C	129.36	137.12	

Vision

Enrollment Level	Plan Premium (\$) 2021	Estimated Plan Premium (\$) 2022	Estimated Change
Employee	8.48	8.82	4.0%
Employee + Spouse	18.28	19.01	
Employee + Children	14.80	15.39	
Employee + S + C	24.60	25.58	

Example 1: An employee selects Anthem Select HMO plan at the Employee + Family enrollment level. The medical premium will be \$1,758.85, dental will be \$137.12, and vision will be \$25.58 for a total cost of \$1,921.55. This amount is less than \$1,949, so the employee pays nothing.

Example 2: An employee selects PERS Platinum (PPO) Employee + Family enrollment level. The medical premium will be \$2,244.76, dental will be \$137.12, and vision will be \$24.60 for a total cost of \$2,406.48. This amount is more than the allotted \$1,949, so the employee's paycheck will be deducted for \$457.48 each month.

Recommendation

Staff recommends that the Board of Directors receive the information and give direction, if appropriate.

Attachments

Attachment A: CalPERS 2022 Health Premiums

RESOLUTION NO. 2022-1154
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE January 1, 2022 AND RESCINDING RESOLUTION 2021-1152

The General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2021/22 that included employee wages and benefits; and,

The Board of Directors has considered the issues relating to employee wages and benefits from an economic viewpoint and has concluded that a Cost-of-Living Adjustment (COLA) adjustment is warranted.

The Board of Directors of Valley Sanitary District resolves:

1. The Wage Schedule attached to this Resolution as Exhibit 1 replaces the Wage Schedules adopted effective July 1, 2020.
2. Retirement Plan: The District participates in the California Public Employees Retirement Plan (CalPERS). The plan for "Classic" employees is 2.5%@55 and the plan for "New Members" (PEPRA) is 2%@62.
3. Employer Contribution to CalPERS: The District will contribute to CalPERS the established employer contribution rate of 12.380% toward retirement of all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.730% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
4. Employee Contribution to CalPERS: Employees will contribute the employee contribution rate of 8% for all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.250% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
5. Social Security and Medicare: In addition to participation in CalPERS, the District participates in Social Security and Medicare programs with the District and employees each responsible for their respective portion as mandated by the Social Security Administration.
6. Medical Plan Premiums: The District will contribute the required PEMHCA Minimum Employer Contribution to CalPERS on behalf of employees for enrollment in one of the available medical plans through CalPERS. The current contribution amount is \$149 per month.
7. Cafeteria Plan: The District will contribute up to \$1,960 into the District's cafeteria plan toward medical, dental, and vision plan premiums. The cost of the premiums that exceed the District's contribution will be paid by the employee through payroll deduction. If an employee chooses medical, dental, and vision plans that are

less than the District's contribution, the District will contribute only the actual premium cost.

8. Cash-in-Lieu: Employees who waive enrollment in one of the available medical plans, and who provide proof of enrollment in another qualifying medical plan, will receive a monthly stipend of \$450.

9. Director's Health Benefits: Board members are offered a medical, vision, and dental stipend for the calendar year. The annual amount is set at the monthly PEMHCA rate established by CalPERS multiplied by 12 months.

10. Longevity Pay: Employees will receive an incentive to encourage longevity with the District upon completion of their 7th anniversary with the District. The initial amount will be \$100 per month. Each five-year anniversary following the first milestone will increase the premium by \$100. The premium, and each subsequent increase, will become effective the first day of the pay period following each longevity milestone anniversary.

11. Standby Pay: Employees assigned to standby will receive special assignment pay of \$41.00 per weekday and \$81.00 per Saturday, Sunday, and District observed holidays. The table below is used to determine call-back or call-back 2 pay:

TYPE	HOURS WORKED	HOURS PAID	RATE	TRAVEL TIME
Call-back	≤ 1 hour 29 minutes	Two (2) hour minimum	Hourly Rate	None
Call-back 2	≥ 1 hour 30 minutes	Actual time worked	Overtime Rate	30 Minutes

12. Shift Differential: Employees whose assigned shift includes Saturday or Sunday will receive special assignment pay of 5% of the base hourly pay rate for the hours worked on Saturday or Sunday. This differential will not be paid for hours worked on the other days of the employee's shift.

13. Uniforms: Employees in specific job classifications are required to wear uniforms for health and safety. The District furnishes and launders the uniforms and reports the value to CalPERS as required.

14. Safety Shoes: Employees in specific job classifications that are required to wear safety shoes will be reimbursed up to \$250 each year for the purchase of appropriate footwear.

15. Bi-Lingual Pay: Employees assigned to be available to translate or interpret in the course of their work will receive special assignment pay of \$100 per month.

16. Certification Incentive Pay: Employees that achieve a certification that is required by their job classification but is at a grade higher than what is required, and no higher classification exists in the classification series, will receive an amount equivalent to 5% of their base hourly pay rate.

17. Lateral Certification Incentive Pay: Employees who obtain and maintain a certification that is **not** required by their classification will receive an incentive of 5% of the employee’s base hourly pay rate for each type of certification that is obtained. If a higher level of certification is obtained, no additional incentive will be applied.

18. Holidays: The District observes the following holidays. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

Holiday Title	Holiday Date
New Year’s Day	January 1
MLK Jr. Birthday	3 rd Monday in January
Presidents’ Day	3 rd Monday in February
Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans’ Day	November 11
Thanksgiving Day	4 th Thursday in November
Native American Heritage Day	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25
New Year’s Eve	December 31

Employees will be paid for eight hours of time off on each holiday. Employees working alternative schedules (9/80) will be paid for eight hours of time off on each holiday and will be given the option for the remaining one or two hours to utilize Vacation or Administrative Leave or to work the one or two hours in the same pay period in which the holiday falls.

For employees assigned to the “Operator of the Day” shift, a 10-hour shift, will be paid an additional two hours (for a total of 10 hours per holiday), which is consistent with long-standing practice.

19. Vacation Leave: Employees accrue vacation leave based on years of service and may take this leave per District policy.

20. Sick Leave: Full-time employees accrue 12 sick days (96 hours) each year. Employees may cash out up to one-half of their sick leave balance each year or upon separation from the District, as allowed by District policy.

21. Management Leave: FLSA exempt employees receive 40 hours of Management Leave each calendar year. Unused hours are not carried over to the next calendar year.

22. Tuition Reimbursement: The District will reimburse employees for approved tuition and course materials up to \$1,000 per quarter, semester, or course, with a maximum reimbursement of \$3,000 per employee per fiscal year.

23. Life Insurance: The District will enroll employees in a life insurance plan at no cost to the employee. The plan coverage is equivalent to the employee's annual base wages, with a minimum of \$50,000; \$10,000 for their spouse and \$5,000 per dependent child up to 26 years of age.

24. Short-Term Disability: The District participates in the State of California Short-Term Disability Plan. Employees are required to contribute to this plan through payroll deduction.

25. Long-Term Disability: The District participates in a long-term disability plan at no cost to employees.

26. Wellness Program: The District will reimburse employees once each fiscal year for enrollment in gym memberships or exercise and fitness classes. The maximum reimbursement is \$420.

27. Deferred Compensation (457) Plan: Each employee at the District can voluntarily participate, at their own expense, in one of the deferred compensation plans offered by the District through payroll deduction. The District does not match employee contributions into these plans.

28. The effective date of these changes is July 1, 2021.

29. Resolution 2021-1145 is rescinded.

ADOPTED this 25th day of January 2022, by the following roll call vote.

AYES:
NAYES:
ABSENT:
ABSTAIN:

Scott Sear, President

ATTEST:

Debra Canero, Secretary



**Valley Sanitary District
Board of Directors Meeting
January 25, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: Fiscal Year 2021/22 Midyear Budget Review and Approval

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

Executive Summary

The purpose of this report is for the Board of Directors to review and approve the fiscal year 2021/22 Midyear Budget Report and associated budget adjustments.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5.1: Align long-term financial planning with strategic priorities.

Fiscal Impact

None, no budget amendment is required.

Background

The Mid-Year Budget report provides the Board of Directors the opportunity to examine the District’s revenue and expenditures Year-to-Date as of December 31, 2021.

Year to Date Summary

- As of December 31, 2021, the District has recorded \$15,369,987 in revenue. The revenues are \$7,44,933 or 93.9% above the FYTD straight-line budget. The variance is attributed to the recording of the tax roll billing for the fiscal year 2021/22.
- As of December 31, 2021, the District has incurred \$4,458,103 in expenditures. The District’s expenditures are \$1,025,475 or 18.7% under the FYTD straight line budget.

Using current data revenues are expected to be \$409,689 or 3% over budget for the fiscal year. The additional revenue is attributed to higher-than-expected connection fees due to additional construction and development. Also, there is additional revenue in the

annual sewer rate due to the new rate structure of 70% fixed and 30% volumetric use. There was higher than anticipated water consumption for some commercial customers. The expenditures are estimated to come in \$846,902 or 8.85% under budget for the fiscal year. The savings in expenditures are mainly attributed to savings in Wages, Fringe, Services, and Supplies. Attachment A provides a detailed summary by revenue and expense category.

Budget Adjustments

The Table below depicts requested budget adjustment appropriations needed to balance accounts. Budget savings will be used to cover needed budget adjustments.

Budget	Justification
\$ 38,584	Superior Protection Consultants Contract Extension for Services
\$ 37,300	EOA NPDES Permit Implementation Consulting Services
\$ 15,000	Additional person On Call due to increase in callouts due to pump blockages
\$ 7,353	Increase contribution to Cafeteria Plans
\$ 14,027	Increase in conference and training budget for the Board of Directors
\$ 6,000	Increase in Board Member compensation due to additional committee and increase in compensation
\$ 203,355	Increase in electricity expenditures due to increase in rate and consumption
\$ 4,358	Increase in water consumption due to needs of the plant and facility.
\$ 3,314	Increase in cellphone expenditures, adding new employees and hot spots.
\$ 4,000	Two (2) replacement computers
\$ 333,291	Total

Recommendation

Staff recommends that the Board of Directors approve the Midyear budget report and associated budget adjustments.

Attachments

Attachment A: Budget Variance Report and Summary

Valley Sanitary District
Budget Variance Report
December 2021

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Operating Revenue	14,602,749	563,388	1,216,896	(653,508)	15,094,614	7,301,375	7,793,240	-3.4%
Non-Operating Revenue	1,247,359	221,692	103,947	117,746	275,373	623,680	(348,306)	77.9%
Total Operating Revenue	15,850,108	785,080	1,320,842	(535,762)	15,369,987	7,925,054	7,444,933	3.0%
Operating Expenses:								
Salaries And Wages	3,199,977	365,323	266,665	(98,658)	1,464,045	1,599,989	135,943	54.2%
Director Fee/Payroll Tax-Board	55,756	4,200	4,646	446	28,100	27,878	(222)	49.6%
Bonus, Awards, Recertification	7,200	6,681	600	(6,081)	8,071	3,600	(4,471)	-12.1%
Overtime	32,900	1,900	2,742	842	9,110	16,450	7,340	72.3%
Callout	9,500	1,200	792	(409)	4,357	4,750	393	54.1%
Standby Pay	38,190	6,846	3,183	(3,664)	22,041	19,095	(2,946)	42.3%
Longevity	41,600	4,200	3,467	(733)	18,923	20,800	1,877	54.5%
Retirement Contributions	369,230	42,172	30,769	(11,403)	145,871	184,615	38,744	60.5%
Fica And Medicare	270,140	25,805	22,512	(3,293)	105,930	135,070	29,140	60.8%
Life Insurance	8,477	560	706	146	3,196	4,239	1,043	62.3%
Health Insurance	521,253	49,107	43,438	(5,669)	234,785	260,627	25,842	55.0%
Dental Insurance	41,064	2,944	3,422	478	16,556	20,532	3,976	59.7%
Vision Insurance	11,160	612	930	318	3,588	5,580	1,992	67.9%
Long Term Disability	8,676	797	723	(74)	4,491	4,338	(153)	48.2%
Accounting Services-Admin	87,707	4,197	7,309	3,111	55,456	43,854	(11,602)	36.8%
Certifications	20,735	913	1,728	815	5,657	10,368	4,711	72.7%
Chemicals	464,521	38,716	38,710	(6)	209,365	232,261	22,896	54.9%
Comprehensive Insurance	340,993	27,479	28,416	937	164,874	170,497	5,623	51.6%
Conferences/ Meetings	164,523	7,480	13,710	6,230	52,834	82,262	29,427	67.9%
Contracts	1,412,834	36,521	117,736	81,215	323,726	706,417	382,691	77.1%
County Expense	22,000	559	1,833	1,274	3,415	11,000	7,585	84.5%
Covid-19 Supplies	64,000	564	5,333	4,769	1,613	32,000	30,387	97.5%
Election Expense	-	-	-	-	-	-	-	-
Electric	638,488	75,370	53,207	(22,163)	390,754	319,244	(71,510)	38.8%
Gas, Oil & Fuel	52,000	69	4,333	4,265	20,732	26,000	5,268	60.1%
Grit & Screening Removal	31,865	2,096	2,655	559	13,529	15,933	2,403	57.5%
Legal Services	50,625	2,347	4,219	1,871	24,780	25,313	532	51.1%
Loan Repayment	1,018,873	84,906	84,906	-	509,437	509,437	-	50.0%
Medical Services	32,443	1,681	2,704	1,023	8,483	16,222	7,739	73.9%
Memberships	58,242	2,259	4,854	2,595	27,936	29,121	1,185	52.0%
Misc. Professional Services	95,392	11,095	7,949	(3,146)	42,293	47,696	5,403	55.7%
Natural Gas	6,000	723	500	(223)	2,116	3,000	884	64.7%
Office Supplies	22,300	735	1,858	1,123	7,276	11,150	3,874	67.4%
Opeb Contribution	57,253	1,144	4,771	3,627	6,864	28,627	21,763	88.0%
Other Expenses	74,000	8,678	6,167	(2,511)	18,617	37,000	18,383	74.8%
Permits & Fees	104,750	1,059	8,729	7,670	14,754	52,375	37,621	85.9%
Projects	303,550	9,408	25,296	15,888	31,087	151,775	120,688	89.8%
Publications	2,500	25	208	183	1,288	1,250	(38)	48.5%
Repairs & Maintenance	671,210	43,675	55,934	12,259	229,111	335,605	106,494	65.9%
Research & Monitoring	100,000	5,721	8,333	2,613	35,352	50,000	14,648	64.6%
Supplies	240,840	13,453	20,070	6,617	92,971	120,420	27,449	61.4%
Telephone/Internet	31,255	2,809	2,605	(204)	15,341	15,628	286	50.9%
Tools & Equipment	37,000	1,608	3,083	1,476	13,150	18,500	5,350	64.5%
Tuition Reimbursement	12,000	1,043	1,000	(43)	3,221	6,000	2,779	73.2%
Uniform Services	40,720	2,714	3,393	679	15,750	20,360	4,610	61.3%
Water	23,000	2,293	1,917	(376)	13,658	11,500	(2,158)	40.6%
Workers Compensation	70,413	7,704	5,868	(1,836)	33,602	35,207	1,604	52.3%
Total Operating Expenses (Before Depreciation)	10,967,155	911,393	913,930	2,537	4,458,103	5,483,578	1,025,475	59.4%
Operating Expenses in Excess of Operating Revenue				(126,313)		10,911,885		

Valley Sanitary District
Budget Variance Report
December 2021

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY22 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages	3,287,767	386,150	273,981	(112,170)	1,535,724	1,643,884	108,159	53.3%
Fringe Benefits	1,271,600	126,197	105,967	(20,230)	533,338	635,800	102,462	58.1%
Services	1,734,845	62,534	144,570	82,037	493,981	867,423	373,441	71.5%
Supplies and Materials	1,599,871	104,472	133,323	28,851	588,837	799,936	211,099	63.2%
Fuels and Lubricants	52,000	69	4,333	4,265	20,732	26,000	5,268	60.1%
Comprehensive Insurance	411,406	35,183	34,284	(899)	198,476	205,703	7,227	51.8%
Projects	379,434	9,408	31,620	22,211	31,087	189,717	158,630	91.8%
Utilities	699,353	80,483	58,279	(22,204)	420,056	349,677	(70,380)	39.9%
Loan Payments	1,018,873	84,906	84,906	-	509,437	509,437	-	50.0%
Permits and Fees	126,750	1,618	10,563	8,944	18,169	63,375	45,206	85.7%
Other	385,256	20,373	32,105	11,732	108,265	192,628	84,363	71.9%
Total Operating Expenses (Before Depreciation)	10,967,155	911,393	913,930	2,537	4,458,103	5,483,578	1,025,475	59.4%
Revenues:								
Operating Revenue	14,602,749	563,388	1,216,896	(653,508)	15,094,614	7,301,375	7,793,240	-3.4%
Non-Operating Revenue	1,247,359	221,692	103,947	117,746	275,373	623,680	(348,306)	77.9%
Total Revenue	15,850,108	785,080	1,320,842	(535,762)	15,369,987	7,925,054	7,444,933	3.0%
Net Operating Gain (Loss)				(126,313)				10,911,885

Budget Variance Analysis - Valley Sanitary District

Operating Revenue - Favorable

- The annual sewer rate billed through the Riverside County tax roll is accrued and recorded in August.
- Payments from the county are received in January and May of each year.
- The favorable variance is attributed to the new annual rate structure that is calculated based on 70% fixed costs and 30% volumetric.

Non-Operating Revenue - Unfavorable

- Secured property is generally non-movable property, such as houses, buildings, etc. Revenues are based on general valuation. The portion of revenue designated for special districts is 1%.
- VSD is estimated to receive 0.00028257% of the general-purpose funds county-wide.

Salaries And Wages - Favorable

- The favorable variance in salaries and wages is attributed to savings due to vacant positions across the Agency (e.g. Human Resources Specialist, Operations Manager, Engineering Technician, Electrical Inst Supervisor).

Director Fee/Payroll Tax-Board - Unfavorable

- The unfavorable variance in the Director Fee and Payroll is attributed to the adoption of Ordinance No. 2021-120 Setting Board Member Compensation. The ordinance was approved after the annual budget was adopted.
- The compensation increased from \$250 to \$300 for each regular or special meeting of the Board or Board Committee attended by the Director or for each Day of Service rendered by the Director at the request of the Board.
- Also, the Community Engagement Committee was created and added this fiscal year contributing to additional days of service.

Bonus, Awards, Recertification - Unfavorable

- The budget is on a 1/12 straight-line allocation. The unfavorable variance in Bonus, Awards, and Recertification is attributed to the annual performance bonus taken to the Board for review and approval in December of each year. The purpose of the annual employee performance bonus is to engage employees, increase collaboration, and motivate employees to increase overall productivity.

Overtime - Favorable

- Contributing factors for overtime usage include staff using vacation time, sick time, short-term disability, and long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees sometimes have to work extended hours.
- The budget is on a 1/12 straight-line allocation, overtime expenditures follow a seasonal pattern and therefore some months will have larger variances than others.

	December		
	Monthly Budget	Expense	Variance
Administration	\$ 417	\$ 15	\$ 402
Collections	\$ 133	\$ 26	\$ 108
Engineering	\$ -	\$ -	\$ -
Laboratory	\$ 275	\$ -	\$ 275
Maintenance	\$ 417	\$ 84	\$ 333
Operations	\$ 1,500	\$ 1,775	\$ (275)

	December		
	FYTD Budget	FYTD Expense	Variance
Administration	\$ 2,500	\$ 716	\$ 1,784
Collections	\$ 800	\$ 452	\$ 348
Engineering	\$ -	\$ 40	\$ (40)
Laboratory	\$ 1,650	\$ 36	\$ 1,614
Maintenance	\$ 2,500	\$ 1,180	\$ 1,320
Operations	\$ 9,000	\$ 6,685	\$ 2,315

Callout Pay - Favorable

- Callout pay is paid for an employee's time spent responding to an authorized call to work.
- The Collections Department had higher expenditures in September due to an increase in callouts, 9/3, 9/4, 9/5, 9/10, and 9/11, due to issues with Calhoun lift station pumps being blocked.

December			
	Monthly Budget	Expense	Variance
Collections	\$ 208	\$ 453	\$ (244)
Maintenance	\$ 83	\$ 452	\$ (369)
Operations	\$ 500	\$ 296	\$ 204

December			
	FYTD Budget	FYTD Expense	Variance
Collections	\$ 1,250	\$ 2,524	\$ (1,274)
Maintenance	\$ 500	\$ 803	\$ (303)
Operations	\$ 3,000	\$ 1,031	\$ 1,969

Standby Pay - Unfavorable

- Employees placed on restricted Standby duty are expected to remain either on the work premises or in a geographic vicinity that permits the employee to respond to an authorized call to work within 30 minutes.
- In December the Collections Department had higher costs incurred due to needing additional assistance for responses to the lift station blockages.
- In December the Maintenance Department incurred higher costs due to Maintenance personnel being included in the standby rotation for the plant.

December			
	Monthly Budget	Expense	Variance
Collections	\$ 1,592	\$ 4,564	\$ (2,972)
Maintenance	\$ 318	\$ 367	\$ (49)
Operations	\$ 1,273	\$ 1,915	\$ (643)

December			
	FYTD Budget	FYTD Expense	Variance
Collections	\$ 9,550	\$ 12,263	\$ (2,713)
Maintenance	\$ 1,910	\$ 2,068	\$ (158)
Operations	\$ 7,635	\$ 7,710	\$ (75)

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.

Accounting Services Admin - Unfavorable

- Accounting services encompass the annual audit, software support, time keeping system dues, and report submittals.
- The unfavorable variance is mainly attributed to full payment for the annual audit as well as the payment for the software upgrades. Expenditures are lower in the second half of the fiscal year.

Certifications - Favorable

- The budget is on a twelve-period allocation, but some expenses are yet to be incurred.
- Certifications entail recertification dues for specialized positions as well as exam costs for certifications.

Chemicals - Favorable

- Chemical expenditures are within the allotted range of the budgeted amount.

Comprehensive Insurance - Favorable

- Comprehensive insurance expenditures are within the allotted range of the budgeted amount.

Conferences/ Meetings - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended.

Contracts - Favorable

- The favorable variance in contracted services is attributed to the pending work completion for specialized services (e.g. Leadership academy, public relations, consulting services,).

County Expense - Favorable

- County expenditures include county auditor fees for special assessments to the tax roll and county treasurer fees.
- Higher expenditures are incurred in the second half of the year.

COVID-19 Supplies - Favorable

- COVID-19 supplies entail Personal Protective Equipment and other compliance expenditures.
- COVID-19 supply expenditures are variable depending on need and use.

Electricity - Unfavorable

- The unfavorable balance in electricity expenditures is attributed to both an increase in consumption and a rate increase.
- The table below depicts the Fiscal Year (FY) comparison in consumption and costs for between FY21 and FY22.

	FY21 December	FY22 December	Variance
Consumption (kWh)	393,750	408,000	14,250
Average Daily Use	12,701.61	13,600.00	898.39
Energy Cost Adjustment Non-Renewable kWh	\$ 0.0141	\$ 0.2150	\$ 0.2009
Energy Cost Adjustment Renewable kWh	\$ 0.0171	\$ 0.2170	\$ 0.1999
Total Energy Cost Adjustment	\$ 0.0030	\$ 0.0432	\$ 0.0402
Total Cost	\$ 46,384	\$ 66,384	\$ 20,000

Gas, Oil & Fuel - Favorable

- Gas, oil, and fuel expenditures are within the allotted range for the annual budget.

Grit & Screening Removal - Unfavorable

- Grit and screening removal expenditures are within the allotted range for the annual budget.

Legal Services - Unfavorable

- Legal service fees are a variable cost that changes depending on usage; expenditures vary from month to month. The expenditures are within the allotted annual budget range.

Loan Repayment - Favorable

- The District currently has two (2) outstanding long-term loans for the 2015 Wastewater Revenue Refunding Bonds and the State Water Resources Control Board Revolving Fund Loan.
- The annual payments are budgeted and amortized.

Medical Services - Favorable

- Medical services expenditures include pre employment examinations, drug and alcohol testing, and the employee health and wellness program.
- The service costs are variable depending on use per month.

Memberships - Favorable

- Membership costs are a variable expense dependent on when the renewals are due. Additionally, some memberships fees have increased due to an increase in employee count.

Misc. Professional Services - Favorable

- Misc. professional service expenditures are within the allotted range for the annual budget.

Natural Gas - Favorable

- The natural gas expenditures are within the allotted range for the annual budget.
- The table below depicts the Fiscal Year (FY) comparison in consumption and costs for between FY21 and FY22.

	FY21 December	FY22 December	Variance
Total Therms Used	588	464	(124)
Daily Average Therms	18	15	(3)
Tier 1 Therms Used	250	250	-
Tier 2 Therms Used	338	214	(124)
Tier 1 Rate/Therm	\$ 0.78518	\$ 0.96533	\$ 0.18015
Tier 2 Rate/Therm	\$ 0.42892	\$ 0.52602	\$ 0.09710
Gas Commodity Rate	\$ 0.35814	\$ 0.65000	\$ 0.29186
State Regulatory Fee	\$ 0.00577	\$ 0.00577	-
Public Purpose Surcharge	\$ 0.07718	\$ 0.10712	\$ 0.02994
Total Charge	\$ 616	\$ 723	\$ 107

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

OPEB Contribution - Favorable

- The favorable variance in the OPEB Contribution is due to the pending California Employers' Retiree Benefit Trust (CERBT) OPEB payment that is made at the end of the year.

Other Expenses - Favorable

- Every department budgets a small miscellaneous expense contingency fund for emergency or unexpected expenditures.

Permits & Fees - Favorable

- Permits and fees are the actual costs payable to a Governmental Authority and all other reasonable third-party costs and expenses incurred in connection with the application for and issuance of an applicable permit.
- The following permits will be incurred in the latter part of the year:
 - National Pollutant Discharge Elimination System (NPDES)
 - South Coast Air Quality Management District Facility
 - Fire Service
 - California State Water Resources Control Board Waste Discharge

Projects - Favorable

- Project costs vary from month to month depending on percentage of completion.

Publications - Unfavorable

- Publication expenditures are costs incurred for publication of official notices and bid requests across different platforms.
- Publication expenditures are within the allotted range for the annual budget.

Repairs & Maintenance - Favorable

- Repairs and maintenance is mixed cost that contains both fixed and variable costs.
- Aging fleet and equipment can lead to the unpredictability of component failures and therefore can increase the number of repairs needed.

Research & Monitoring - Favorable

- Research and monitoring expenditures are a variable cost dependent on testing and sampling requirements for the District (e.g., sample type, annual, quarterly).

Supplies - Favorable

- Supplies are a variable expense; costs change throughout the year as supplies are needed. Examples of supplies include analyzers, pumps, belt presses, mats, and towels.

Telephone/Internet - Favorable

- Telephone and Internet expenditures are within the allotted range for the annual budget.

Tools & Equipment - Favorable

- Tools and equipment are a variable expense; costs change throughout the year as needed. Examples of tools and equipment include safety guarding fabrication and small tools.

Tuition Reimbursement - Favorable

- Tuition reimbursement is subject to availability. The maximum tuition and course materials reimbursement per employee per quarter, semester, or course is \$1,000, with a maximum tuition reimbursement of \$3,000 per employee in a single fiscal year.

Uniform Services - Favorable

- The District supplies uniforms to designated staff.
- For the protection and well-being of its employees, all employees in Collections, Engineering, Laboratory, Maintenance and Operations, and are required to wear steel-toed boots for safety purposes at all times when working. Valley Sanitary District will pay an allowance of \$250.00/per fiscal year for each employee in Operations, Collections, Engineering, Maintenance, and Laboratory to buy approved steel-toed boots
- The favorable balance is due to employees not yet using their annual credit. The costs will vary throughout the year depending on when the employee uses his or her uniform credit.

Water - Unfavorable

- The unfavorable variance in water expenditures is due to an increase in consumption.
- The table below depicts the Fiscal Year (FY) comparison in consumption and costs for between FY21 and FY22.

	FY21 December	FY22 December	Variance
Water Consumption CCF	362	713	351
Base Charge	\$ 169.26	\$ 169.26	\$ -
CVWD REPLEN ASSMNT per CCF	\$ 0.1606	\$ 0.1802	\$ 0.0196
Tier 1 & 2	\$ 1.41	\$ 1.41	-
Tier 3	\$ 2.11	\$ 2.11	\$ -
Tier 4	\$ 3.16	\$ 3.16	\$ -
BF CHGE 3 & 4	\$ 19.00	\$ 19.00	\$ -
Total Charge	\$ 757	\$ 1,615	\$ 858

Workers Compensation - Favorable

- Workers compensation expenditures are within the allotted range of the budgeted amount.



**Valley Sanitary District
Board of Directors Meeting
January 25, 2022**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

THROUGH: Jeanette Juarez, Business Services Manager

SUBJECT: Approve Customer Refund for Annual Sewer Rate for the Fiscal Year 2021/22

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

Executive Summary

The purpose of this report is for the Board of Directors to review and approve a refund to two (2) customers for overbilling on the fiscal year 2021/22 tax roll.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5.3: Update rate structure to ensure it is up-to-date and fair to all classes of customers.

Fiscal Impact

The fiscal impact of the refund issuance is \$1,152.48.

Background

On May 11, 2021, the Board of Directors approved Resolution 2021-1142 adopting the sewer service charges for the fiscal year 2021/22. The annual sewer rate charge changed to 70% fixed and 30% volumetric charge calculated by customer class.

Annual Sewer Rate Schedule Fiscal Year 2021-22	
Single Family	= (Number of EDU's X \$342.72) + (hcf average winter water consumption X \$0.98)
Multi-Family	= (Number of EDU's X \$150.00) + (hcf average winter water consumption X \$0.98)
Mobile Home	= (Number of EDU's X \$181.28) + (hcf average winter water consumption X \$0.98)
RV park	= (Number of EDU's X \$141.25) + (hcf annual water consumption X \$1.10)
Commercial Low/Med Strength	= (Number of EDU's X \$199.03) + (hcf annual water consumption X \$0.88)
Commercial High Strength	= (Number of EDU's X \$607.00) + (hcf annual water consumption X \$2.00)

After receiving their annual bill, two (2) customers contacted the District disputing charges due to an anomaly in their winter water consumption. The average winter water consumption is used to determine the volumetric charge. The customers provided information regarding an increase in water use due to a water leak. The District was assisted by NBS consultants to examine the data and recalculate the annual sewer rate. The tables below depict the refund due to customers A and B.

Customer A:

602-400-060	March 2021	February 2021	January 2021		Three Month AVG	Annual Total	Usage Charge	EDU Charge	Total Charge
Charge with leak	10	140	134		94.67	1,136	\$1,113.28	\$342.72	\$1,456.00
	Prior years' average								
Updated charge	10	10	10		10.00	120	\$117.60	\$342.72	\$460.32
								Refund	\$995.68

Customer B:

610-212-006	March 2021	February 2021	January 2021		Three Month AVG	Annual Total	Usage Charge	EDU Charge	Total Charge
Charge with leak	40	31	36		35.67	428	\$419.44	\$342.72	\$762.16
	Prior years' average								
Updated charge	28	18	21		22.33	268	\$262.64	\$342.72	\$605.36
								Refund	\$156.80

Recommendation

Staff recommends that the Board of Directors authorize a refund of \$995.68 to Customer A and \$156.80 to Customer B.

Attachments

None.



**Valley Sanitary District
Board of Directors Meeting
January 25, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: Authorize the General Manager to Amend a Contract with Harris and Associates for the Sewer Flow By-pass of Two Lift Stations in an Amount Not to Exceed \$36,914

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

Executive Summary

The purpose of this report is for the Board of Directors to review and discuss the proposal from Harris and Associates for the sewer flow by-pass of two lift stations and other related work to fully assess the four lift stations.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 3: Excellent Facilities.

Fiscal Impact

The total cost of this proposal is \$36,914. This project was not specifically included in the FY 2021/22 Capital Improvement Budget. However, this project will be added as part of the Collections System Program Rehabilitation and Replacement Project which has a FY 2021/22 budget of \$2,200,000. This project will be funded as part of that approved budget.

Background

On November 9, 2021, the Board authorized the General Manager to enter into a contract with Harris and Associates (Harris) for the conditional assessment of VSD’s four lift stations. As part of the work, Harris along with staff from VSD, performed a site reconnaissance on December 16, 2021, in preparation for the lift station confined space entry and condition assessment for each lift station at a future date. The proposal by Harris as presented in November assumed that entry into the lift stations would be possible without by-pass and if entry was not possible, then a high-resolution camera would be used to inspect inside the lift station. However, both the Carver and Calhoun lift stations are the most in need of rehabilitation with concrete liners showing bubbling

and separation from the concrete wall. A high-resolution camera would only be able to show the condition of the liner and not be able to see any concrete damage that might be lurking behind the liner. For a complete and accurate assessment of the lift station, confined space entry and assessment must be performed.

Based on the site reconnaissance effort, it was determined that both the Carver and Calhoun lift stations would need to have sewer flows by-passed around the lift station to enter safely and fully inspect the lift station. Both lift stations have high volume flows that enter the lift station at a free-falling elevation. The flows enter the wet well at an elevation well above the floor and at an elevation above the high-level pump switch. This makes it impossible to safely enter the wet well and perform the assessment. See photos of each lift station on the next page showing the flows entering the lift stations. The other two lift stations will only need to have a plug installed to temporarily stop flows into the lift station during inspection. The work will be performed by a subcontractor hired and managed by Harris.

This project is being added to the Collection System Program Rehabilitation and Replacement Project because the lift stations are integral part of the collection system and require similar work to be performed. The cost of this sewer flow by-pass will be taken out of the approved CIP budget for the Collections System Program Rehabilitation and Replacement Project.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to amend the contract with Harris and Associates for the sewer flow by-pass of two lift stations in an amount not to exceed \$36,914 to fully assess the lift stations.

Attachments

Attachment A: Harris and Associates' Proposal dated January 13, 2022.



Photo #1: Carver Lift Station Wet Well



Photo #2: Calhoun Lift Station Wet Well

January 13, 2022

Ron Buchwald, PE
District Engineer
Valley Sanitary District
45500 Van Buren Street
Indio, California 92253

LIFT STATIONS CONDITION ASSESSMENT BYPASS PUMPING

Dear Ron:

Harris & Associates (Harris) appreciates the opportunity to present our proposal for the bypassing pumping that will be performed for the Lift Stations Condition Assessment Project.

During a site reconnaissance visit on December 16, 2021, it was determined that subcontractor support to facilitate the condition assessment work will be required. Jamison Engineering Contractors (JEC) will provide bypass pumping at two (2) lift stations – Carver and Calhoun Lift Station - as necessary to isolate the wet wells for assessment. The following is a description of bypassing work to be performed:

- Carver Lift Station: Flow-through plugs will be installed on the three influent pipes and utilize a 3-inch pump to pump flows to the overflow/effluent pipe. The Harris team will work to maintain a low level of wastewater in the wet well. Confined space entry will be performed using a bosun's chair suspended above the water level for assessment and non-destructive testing of the wet well walls. Traffic control to access the site will be provided by VSD.
- Calhoun Lift Station: Pillow plugs will be installed at upstream manholes on the 10-inch and 12-inch influent lines. Flows will be pumped from these upstream manholes using a bypass system to the downstream manhole in the center of Calhoun Street. Traffic control to accommodate the bypass pumping operation will be provided by VSD.
- Barrymore Lift Station: A plug will be installed at the upstream manhole and the flows will be directed to the overflow within the upstream manhole. Bypass pumping is not required.

JEC will also provide confined space support and rescue at all four (4) lift stations.

Note – it is anticipated that VSD will support the assessment by providing shutdown, dewatering, and washdown of each wet well.

The Harris Team proposes to provide the bypass services to be completed in three (3) days; however a fourth day will be included in the project schedule and Work Plan in the event additional time is needed to complete the assessment.

FEE BUDGET

Harris proposes to provide the bypass pumping for the lift station assessment for a total Not-to-Exceed fee budget of **\$36,914**. This is our estimated effort based on the site reconnaissance visit mentioned above and discussion with Staff. Fees will be invoiced based on actual time spent. Our services would be accomplished per our existing agreement with VSD, where all terms and conditions are stated therein.

We look forward to working with you and the VSD on this important project. Please feel free to call me directly should you have any questions.

Sincerely,
Harris & Associates, Inc.



Mark Nassar, PE, MBA
Director, Program Management
(619) 200-6442 ■ Mark.Nassar@weareharris.com



Ehab Gerages, PE
Senior Vice President
(949) 683-2011 ■ Ehab.Gerages@WeAreHarris.com

**VALLEY SANITARY DISTRICT
COMMUNITY ENGAGEMENT COMMITTEE
REGULAR MEETING MINUTES**

January 18, 2022

A meeting of the Valley Sanitary District (VSD) Community Engagement Committee was held at 45-500 Van Buren Street in Indio, California, and 217 N. 1st Street, Elma, Washington, on Tuesday, January 18, 2022.

1. CALL TO ORDER

Chairman Scott Sear called the meeting to order at 1:03 p.m.

1.1 Roll Call

Directors Present:
Chairperson Scott Sear
Committee Member Debra Canero

Staff Present:
Beverli Marshall, General Manager, Holly Gould, and Dave Commons

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. DISCUSSION / ACTION ITEMS

3.1 Discuss Strategic Communications Plan and Key Deliverables

Beverli Marshall, General Manager, presented the committee with the Implementation Plan Timeline from CV Strategies. She outlined the deliverables for the next few months. An online survey will be in the City of Indio's February 2022 newsletter as a way to gauge how much the community knows about Valley Sanitary District. CV Strategies will also develop a photo and video library of the District and community. They will also be working on a recommendation to improve the website, create a mascot costume used for outreach as an ambassador, and develop social media policy and protocols with a 30-day posting calendar. CV Strategies will also be putting together a proposal for the telenovela project. The committee discussed budget items for the fiscal year 2022/23, our current website hosting company, the need to have CV Strategies start posting on our social media, and the social media policy.

Ms. Marshall also informed the committee that she had gotten the proposal from the Coachella Valley History Museum to partner with them on outreach. It is a five (5) year contract at

approximately \$30,000 per year. The contact includes assisting in installing an outdoor exhibit, Sharing the exhibits with visitors, including docent lead and self-tours. Sharing exhibit highlights in their social media and waiving the rental fee to host an event at the museum. The committee recommended that staff consider a three (3) year contract and request the rental waiver for one (1) event per year. Staff will bring this item before the whole board.

3.2 Identify Items for Future Meetings

Staff will be preparing a Request for Proposals for a statewide advocacy group for the March meeting.

4. **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:05 p.m. The next regular committee meeting will be on March 15, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District



via electronic mail

January 10, 2022

Notice to all Special District Board Presiding Officers c/o District Clerks:

Later this month, we will begin the process of selecting a Special District Member for Riverside Local Agency Formation Commission (LAFCO). The purpose of this letter is to inform all districts of the process in advance in order to avoid any confusion. Historically, the Special District Selection Committee (SDSC) has conducted its elections at a physical meeting in conjunction with a dinner meeting hosted by the Special District Association of Riverside County. Due to cost and logistics, it has been determined such a physical meeting is not entirely feasible. Therefore, this next election (and likely subsequent elections) will be conducted by electronic mail (e-mail), as explained below, and as was conducted for the most recent Special District Election.

Specifically, the election will be for one LAFCO position as follows: a Regular Special District Member *from the western portion of the County* (any district with the majority of its assessed value west of the intersection of I-10 and Highway 111). Presiding officers from all Districts are eligible to vote for the position. The term of the incumbent, Phil Williams, the western District Member expires on May 2, 2022. However, by statute the incumbent will continue to serve until a successor is appointed, if necessary. The new term will run through May 4, 2026.

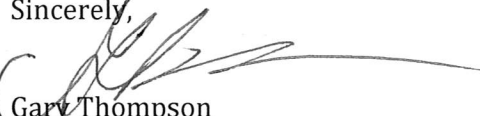
The SDSC is comprised of the presiding officers of each independent special district of Riverside County. In approximately 2 weeks, Riverside LAFCO will transmit a formal call for nominations to SDSC members, in care of each District's Clerk. The District Clerks are responsible for transmitting the nomination package to the Board Presiding Officer. Formal nominations must be submitted by SDSC members (i.e., presiding officers) or designated alternates (see below). The nomination period will be approximately 30 days. If only one candidate is nominated, that candidate will be deemed appointed. After nominations are received, an emailed ballot will be sent to the voting member, in care of the District Clerks, to cast a vote.

If the presiding officer is unable to submit a nomination or vote, the governing body of the District may designate another board member to act in place of the presiding officer. District managers or other staff members may not nominate candidates or vote. Please note that neither nominations nor votes of the presiding officer require action of the governing body. Board members designated by their governing body to vote in place of the presiding officer should provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. Ballots will be due approximately 30 days from receipt.

Note: *there are 55 voting districts in Riverside County. To meet the 50% + 1 quorum requirement for this election, we need at least 29 ballots returned from SDSC members for the election to be valid.*

Again, in order to expedite this process, please ensure this information is passed to your Presiding Officer when received. Please contact Rebecca Holtzclaw at rholtzclaw@lafco.org with any questions or concerns.

Sincerely,


Gary Thompson
Executive Officer

cc: District General Managers