



Board of Directors Regular Meeting  
Tuesday, July 26, 2022 at 1:00 PM  
Valley Sanitary District Board Room  
45-500 Van Buren Street, Indio, CA 92201

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

Zoom link: <https://us06web.zoom.us/j/81375010758>

Meeting ID: 813 7501 075

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

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

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

Page

## 1. CALL TO ORDER







- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. New Employee Introduction
  - Diego Rivera – Collection System Technician-in-Training

## 2. PUBLIC COMMENT

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


## 3. CONSENT CALENDAR


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

- |      |   |         |
|------|---|---------|
| 3.1. | Approve Minutes for July 12, 2022, Regular Meeting, and Minutes for July 20, 2022, Special Meeting<br><a href="#">3.1 12 Jul 2022 Meeting Minutes.pdf</a> <br><a href="#">3.1 20 Jul 2022 Special Meeting Minutes.pdf</a>   | 6 - 13  |
| 3.2. | Approve Warrants for July 6, 2022, through July 19, 2022<br><a href="#">3.2 Warrants for July 26, 2022.pdf</a>   | 14      |
| 3.3. | Monthly Financial Report for June 30, 2022<br><a href="#">3.3 Staff Report Monthly Financial Report for June 2022.pdf</a> <br><a href="#">3.3 Attachment A Monthly Income Summary - June 2022.pdf</a> <br><a href="#">3.3 Attachment B Budget Variance Report June 2022.pdf</a> <br><a href="#">3.3 Attachment C Summary of Cash and Investments -</a> | 15 - 20 |

[FINAL.pdf](#) 

- 3.4. Receive and File Credit Card Report for June 30, 2022 21 - 30

[3.4 Staff Report Credit Card Statement June 2022.pdf](#) 


[3.4 Attachment A Credit Card Transaction June 2022.pdf](#)  


[3.4 Credit Card Statement June 2022 Redacted.pdf](#) 

#### 4. PUBLIC HEARING

- 4.1. Adopt a Resolution 2022-1167 Declaring Certain Accounts to be Delinquent and Directing Staff to Place These Accounts on the Property Tax Rolls for Collection 31 - 34

[4.1 Staff Report 2022 Delinquent Accounts.pdf](#) 

[4.1 Attachment A RES 2022-1167 Delinquent Accounts.pdf](#)  


[4.1 Attachment B Delinquencies - as of 07-19-2022.pdf](#) 

#### 5. NON-HEARING ITEMS

- 5.1. Introduction and Presentation by Townsend Public Affairs, Inc. 35

[5.1 Staff Report Townsend Presentation.pdf](#) 

- 5.2. 5.2 Request for Approval of Budget Adjustment of \$8,200 for Legal Services for Fiscal Year 2021-22 36

[5.2 Staff Report Increase for BBK Legal Expenses.pdf](#) 

- 5.3. Award Contract to Dudek Activated Sludge Plant Secondary Water Line 37 - 43

[5.3 Staff Report Award Contract Dudek ASP Watermain Replacement Ph 2.pdf](#) 

[5.3 Attachment A Dudek Proposal - Plant Watermain Replacement Phase 2.pdf](#) 

- 5.4. Request for Feedback and Direction Regarding the Valley Sanitary District Investment Policy 44 - 55

[5.4 Staff Report Investment Policy.pdf](#) 

[5.4 Attachment A Investment Policy.pdf](#) 

**6. GENERAL MANAGER'S ITEMS**

**7. COMMITTEE REPORTS**

- 7.1. Community Engagement Committee – July 19, 2022 56 - 57

[7.1 Community Engagement Minutes 19 Jul 2022.pdf](#) 

**8. 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.*

**9. INFORMATIONAL ITEMS**

**10. PUBLIC COMMENT**

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

**11. CONVENE IN CLOSED SESSION**

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

11.1. PUBLIC EMPLOYEE CONTRACT

Pursuant to Government Code Section 54957(b)(1)

Title: General Manager

**12. CONVENE IN OPEN SESSION**

Report out on Closed Session items.

**13. 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**

July 12, 2022

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, July 12, 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, Holly Gould, Jeanette Juarez, Dave Commons, Ron Buchwald, Tino Tijerina, Ray Marroquin, Matthew Pittelli, Ivan Monroy, Adrian Contreras, and Bob Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 July Employee Anniversaries

- Adrian Contreras, Assistant Engineer – 6 Years
- Daniel Mills, Maintenance Technician II – 4 Years
- Ivan Monroy, Environmental Compliance Technician II – 4 Years
- Jeanette Juarez, Chief Administrative Officer – 2 Years
- Ray Marroquin, Maintenance Technician I – 1 Year
- Matthew Pittelli, Electrical/Inst. Technician I – 1 Year

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The Board of Directors thanked Adrian, Daniel, Ivan, Jeanette, Ray, and Matthew for their years of service and continued commitment to Valley Sanitary District.

**2. PUBLIC COMMENT**

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

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None.

**3. CONSENT CALENDAR**

3.1 Approve Minutes for June 28, 2022, Regular Meeting

1

Board Meeting of July 12, 2022

Approved:

- 3.2 Approve Warrants for June 9, 2022, through June 22, 2022
  - 3.3 Receive Notice of Completion for ASP Watermain Replacement Project and Authorize Payment Application No. 1 to Van Dyck for \$122,626
- 

**ACTION TAKEN:**

**MOTION:**

Director Duran motioned to approve the consent calendar as presented and to acknowledge Change Order No. 1 for the ASP Watermain Replacement Project for \$2,080. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3213**

**4. NON-HEARING ITEMS**

- 4.1 Authorize the General Manager to Execute Task Order No. 22-01 to Extend the Contract with Harris & Associates for One Year to Provide Design and Construction Management on Multiple Projects for an Additional \$953,607

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In August 2017, the Board awarded the Collection System Program & Design Manager Project to Harris and Associates. The Request for Proposal (RFP) was to solicit a proposal from a consultant for a 10-year program to rehabilitate and/or replace sewer mains as needed throughout our collection system. The RFP states that the consultant would agree to a five-year contract with additional one-year agreements. This year marks the end of the five-contract. Staff has been working with Harris & Associates to develop the next phase of the program. Phase 4 will continue the efforts of reviewing CCTV video inspections as well as programming several rehabilitation and replacement projects. Also included in the scope of work are construction management and inspection services for two projects planned for FY 2022-23. Staff requests the Board to award one additional year to Harris & Associates under the existing master contract. The District's legal counsel has reviewed the RFP, Master Services Contract, and VSD's purchasing policy and concludes that the option to extend the contract is within the District's policy and Board approval. Staff will then solicit a consultant through a new RFP process this year.

**ACTION TAKEN:**

**MOTION:**

Director Duran motioned to authorize the General Manager to execute Task Order No. 22-01 with Harris & Associates for one year to provide design and construction management on multiple projects for an additional \$953,607. 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. 2022-3214**

- 4.2 Authorize Payment Application No. 1 for Recycled Water Project – Phase I and Authorize the Board President to Approve a Wire Transfer to Schneider Electric Inc. in the Amount of \$6,986,994.20

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On May 24, 2022, the Board of Directors approved contract amendment No. 1 to the contract with Schneider Electric that approved the guaranteed maximum price for the Recycled Water Project – Phase 1. Schneider Electric has submitted payment application No. 1 for \$6,986,994.20, which includes most of the design costs to date and a fraction (3.16%) of the construction items to cover planning and development.

**ACTION TAKEN:**

**MOTION:**

Vice President Canero motioned to approve Payment Application No. 1 for the Recycled Water Project – Phase 1 and authorize the Board President to approve a wire transfer to Schneider Electric Inc. in the amount of \$6,986,994.20. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3215**

- 4.3 Authorize Payment to CalPERS for the Annual Lump Sum Prepayment of the Unfunded Accrued Liability for Fiscal Year 2022-23 in the Amount of \$712,104

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Annual payment on the Unfunded Accrued Liability (UAL) is the amortized dollar amount needed to fund past service credit earned (or accrued) for members currently receiving benefits, active members, and members entitled to deferred benefits as of the valuation date. An annual lump-sum prepayment option of the UAL is available for employer contributions to CalPERS. The lump sum is a discounted amount compared to the sum of the twelve-monthly installments, which include a 3.3% interest. This year's lump sum prepayment of the UAL is \$712,104, payable to CalPERS.

**ACTION TAKEN:**

**MOTION:**

Secretary/Treasurer Coleman motioned to authorize the payment of \$712,104 to CalPERS for the annual lump-sum prepayment of the Unfunded Accrued Liability. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3216**



4.4 Authorize the General Manager to Execute a One-Year Contract Extension with Innovative Federal Strategies to Advocate on Wastewater and Recycled Water-Related Legislation and Policies in Washington D.C. in an Amount Not to Exceed \$79,500

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Innovative Federal Strategies (IFS) provided federal advocacy services to the District through June 30, 2020, when funding was eliminated during the COVID-19 pandemic. As part of the Combined Budget for Fiscal Year 2021/22, the Board reinstated funding for these services, and the General Manager executed a contract with a term of July 1, 2021, through June 30, 2022. Staff contacted IFS for an updated scope and cost of services for Fiscal Year 2022-23. They proposed a slight increase of \$4,500 (6%) for an amount not to exceed \$79,500, which is in line with the inflation of other goods and services.

**ACTION TAKEN:**

**MOTION:**

Director Duran motioned to authorize the General Manager to execute a one-year contract extension with Innovative Federal Strategies to advocate for wastewater and recycled water-related legislation and policies in Washington D.C. in an amount not to exceed \$79,500. Director Teague seconded the motion.

Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3217**

4.5 Request for Feedback and Direction Regarding the Number of Board Compensated Meetings

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On June 28, 2022, at the Regular Board of Directors Meeting, staff was asked to bring back information regarding allowable compensated days of service. The Health and Safety Code 6489 states that "each of the members of the board shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six (6) days in any calendar month, together with any expense's incident thereto". District counsel stated that the District was established as a sanitary agency under the Health and Safety Code and must adhere to those guidelines.

**5. GENERAL MANAGER'S ITEMS**

5.1 Monthly General Manager's Report – May 2022

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A discussion took place about Covid-19 guidelines and updates.

**6. COMMITTEE REPORTS**

6.1 East Valley Reclamation Authority – June 29, 2022

Secretary/Treasurer Coleman and Director Teague updated the Board on the East Valley Reclamation Authority (EVRA) meeting held June 29, 2022. The EVRA Board adopted the Budget for Fiscal Year 2022/23, which included VSD's and Indio Water Authority's \$200,000 annual contribution. They also reported on what the next steps are in the feasibility studies for the Recycled Water Project.

6.2 Budget & Finance Committee Meeting – July 5, 2022

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Secretary/Treasurer Coleman and Vice President Canero updated the Board on the Budget & Finance Committee Meeting held July 5, 2022. The committee discussed Board compensation, the District's Investment Policy, rate review, and District's financial plan. After discussion, the committee suggested holding a special board meeting to thoroughly discuss and review the sewer rates, financial plan, and VSD Master Plan.

7. **DIRECTOR'S ITEMS**

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None.

8. **INFORMATIONAL ITEMS**

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None.

9. **PUBLIC COMMENT** - None

*This is the time for public comment on any item discussed in Closed Session.*

President Sear called for a short recess at 2:51 p.m. The Board of Directors reconvened at 2:57 p.m. Roll call was taken, and all Directors were present.

10. **CONVENE IN CLOSED SESSION**

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

10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)(1)

Title: General Manager

10.2 LABOR NEGOTIATIONS

Pursuant to Government Code Section 54957.6

Title: General Manager

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The Board adjourned to Closed Session at 2:57 p.m.

11. **CONVENE IN OPEN SESSION**

*Report out on Closed Session items*

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The Board reconvened in open session at 4:56 p.m. Legal counsel stated nothing to report.

**12. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 4:57 p.m. The next regular Board meeting will be on July 26, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District

**VALLEY SANITARY DISTRICT  
MINUTES OF SPECIAL BOARD MEETING  
July 20, 2022**

A special Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Wednesday, July 20, 2022, at 45-500 Van Buren St., Indio, CA 92201.

**1. CALL TO ORDER**

President Sear called the meeting to order at 10:01 a.m.

1.1 Roll Call

Directors Present:

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

Staff Present:

Holly Gould, and Bob Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

**2. PUBLIC COMMENT**

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

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None.

**3. CONVENE IN CLOSED SESSION**

3.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)(1)

Title: General Manager

3.2 LABOR NEGOTIATIONS

Pursuant to Government Code Section 54957.6

Title: General Manager

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The Board adjourned to Closed Session at 10:02 a.m.

**4. CONVENE IN OPEN SESSION**

Report out on Closed Session items

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The Board reconvened in open session at 11:50 a.m. President Sear stated nothing to report.

**5. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:17 p.m. The next regular Board meeting will be on July 26, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District

DISBURSEMENTS  
Approved at the Board Meeting of  
July 26, 2022

|  |  |              |
|--|--|--------------|
| 40611 Caltest Analytical Laboratory            | Weekly samples NPDES                                       | \$383.30     |
| 40612 Carlos Acevedo                           | Wastewater collections book reimbursement                  | \$118.53     |
| 40613 Clairemont Equipment                     | Rent of generator for breaker testing                      | \$1,367.81   |
| 40614 Daniel Mills                             | Electrical/Inst grade 1 exam reimbursement                 | \$180.00     |
| 40615 Dudek & Associates, Inc.                 | Plant watermain replacement - June 2022                    | \$18,426.25  |
| 40616 Eduardo Luna                             | Electrical/Inst grade 1 exam reimbursement                 | \$180.00     |
| 40617 Fiesta Ford                              | Truck # for Dev. Services truck                            | \$1.22       |
| 40618 Geotab USA, Inc                          | FEE Pro+ R1 Pro Plus plan, support, surfsight on           | \$524.00     |
| 40619 Haaker Equipment Company                 | 4 BIT inspections  | \$1,575.70   |
| 40620 Harris & Associates                      | PADM Infr Phase 3 5/29-6/30/2022                           | \$49,906.00  |
| 40621 NBS Government Finance Group             | Qtrly admin fee sewer service - 7/1/2022-9/30/2022         | \$4,356.29   |
| 40622 Nicholas Dean                            | Mech tech 1 exam reimbursement                             | \$180.00     |
| 40623 Rockwell Solutions                       | Bearings, seals, nuts, sleeves, o rings                    | \$1,749.11   |
| 40624 Southern California Boiler, Inc.         | Boiler maintenance - June 2022                             | \$1,004.99   |
| 40625 Southwest Networks, Inc.                 | Guardian IT, Office 365, Cyber training - June 2022        | \$3,433.00   |
| 40625 Southwest Networks, Inc.                 | Guardian IT, Office 365, cyber training 7/1/2022-8/31/2022 | \$6,866.00   |
| 40626 Stantec Consulting Services, Inc.        | IPS Rehab - June 2022                                      | \$10,108.45  |
| 40627 USA Blue Book                            | Ammonia reagent  | \$432.77     |
| 40628 Van Dyke Corporation                     | ASP Plant water pipeline replacement                       | \$122,626.00 |
| 40629 Yellow Mart                              | Boot purchases   | \$467.49     |
| 40630 Advanced Resources, LLC                  | Temp Lab Technician - 6/12/2022-6/26/2022                  | \$5,208.00   |
| 40631 Analytical Technology, Inc.              | Autochem reagent, sensor c12                               | \$440.31     |
| 40632 Associated Time Instruments              | AOD June 2022  | \$292.63     |
| 40633 Automation Pride                         | Industrial safety enforcer photo eyes                      | \$1,801.75   |
| 40634 Best, Best & Krieger                     | Energy Audit Design Build                                  | \$480.00     |
| 40635 Calif. Assoc. of Sanitation Agencies     | Annual Conference B. Marshall - 8/10/2022-8/12/2022        | \$625.00     |
| 40636 Carollo Engineering, Inc                 | Sewer Siphon Replacement - March-June 2022                 | \$2,262.00   |
| 40637 Cintas Corp                              | Uniforms, mats, towels etc                                 | \$487.87     |
| 40638 Coachella Valley Water District          | Cost share of TSS PH1 FY 21/22                             | \$8,278.18   |
| 40638 Coachella Valley Water District          | Cost share of CVRWGM                                       | \$643.75     |
| 40639 County of Riverside, Auditor-Controller  | LAFCO FY23 Fees  | \$3,219.49   |
| 40640 CV Strategies                            | Strategic communications - June 2022                       | \$2,312.50   |
| 40641 Desert Arc                               | Landscaping services July 2022                             | \$840.00     |
| 40642 Desert Hose & Supply                     | Hydraulic hose   | \$44.70      |
| 40643 Diamond Environmental Services, LP       | Portable restroom services - 07/11/2022-8/07/2022          | \$268.33     |
| 40644 Downing Construction, Inc                | IPS rehab - 4/1/2022-6/30/2022                             | \$193,938.23 |
| 40645 Eisenhower Occupational Health           | Pre employment exam  | \$205.00     |
| 40646 Engineering Solutions Services, Inc      | Grant writing services - 4/1/2022-6/30/2022                | \$5,542.50   |
| 40647 Environmental Resource Associates        | Hardness   | \$212.98     |
| 40648 Grainger                                 | RTV silicone   | \$119.06     |
| 40649 Healthy Futures, Inc.                    | Wellness services - June 2022                              | \$1,500.00   |
| 40650 Industrial Filter Manufacturers, Inc.    | Panel element filters                                      | \$4,020.49   |
| 40651 Innovative Document Solutions            | Canon copier maintenance - June 2022                       | \$70.59      |
| 40652 Innovative Federal Strategies LLC        | Retainer - June services                                   | \$6,100.00   |
| 40653 Jimmy Garcia                             | Work boots   | \$250.00     |
| 40654 Lock Shop                                | Keys   | \$53.28      |
| 40655 Master's Refreshment Services LLC        | Water delivery - 06/27/2022                                | \$208.00     |
| 40656 Southwest Networks, Inc.                 | BDR backup - August 2022                                   | \$699.00     |
| 40657 Staples Advantage                        | New charges - June 2022                                    | \$638.40     |
| 40658 State of California                      | Reporting fee levied pursuant to section 8856              | \$5,000.00   |
| 40659 United Refrigeration Inc.                | Pillow block sleeve  | \$33.01      |
| 40659 United Refrigeration Inc.                | Browning v belt  | \$96.66      |
| 40660 United Way of the Desert                 | PR 06/24/2022 - 07/07/2022 PD 07/15/2022                   | \$20.00      |
| 202207121 Frontier Communications              | Telephone - July 2022                                      | \$324.55     |
| 202207131 Time Warner Cable                    | Telephone service - July 2022                              | \$1,166.79   |
| 202207148 MassMutual                           | PR 06/24/2022 - 07/07/2022 PD 07/15/2022                   | \$10.00      |
| 202207151 Paychex - Direct Deposit             | PR 06/24/2022 - 07/07/2022 PD 07/15/2022                   | \$85,767.59  |
| 202207152 Paychex - Fee                        | PR 06/24/2022 - 07/07/2022 PD 07/15/2022                   | \$256.64     |
| 202207153 Paychex - Garnishment                | PR 06/24/2022 - 07/07/2022 PD 07/15/2022                   | \$210.46     |
| 202207154 Paychex - Tax                        | PR 06/24/2022 - 07/07/2022 PD 07/15/2022                   | \$41,764.81  |
| 202207155 Vantage Point Transfer Agents - ICMA | PR 06/24/2022 - 07/07/2022 PD 07/15/2022                   | \$1,470.00   |
| 202207156 CalPERS 457                          | PR 06/24/2022 - 07/07/2022 PD 07/15/2022                   | \$970.00     |
| 202207157 CalPERS Retirement                   | PR 06/24/2022 - 07/07/2022 PD 07/15/2022                   | \$21,947.01  |
| 202207159 Nationwide Retirement Solution       | PR 06/24/2022 - 07/07/2022 PD 07/15/2022                   | \$1,713.00   |
| 202207251 Umpqua Bank                          | New charges - June 2022                                    | \$22,132.00  |
| Totals   |  | \$647,531.47 |



**Valley Sanitary District  
Board of Directors Meeting  
July 26, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

**SUBJECT: Monthly Revenue & Expense Report for the Period Ending June 30, 2022**

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

**Executive Summary**

The purpose of this report is to present the monthly revenue and expenses to the Board and the public for the District for the month of June 2022.

**Strategic Plan Compliance**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Background**

The adopted operating and capital budget for the fiscal year 2021/22 includes \$15,850,108 in revenues and \$10,967,155 in operating expenditures.

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

**Year to Date Summary**

- As of June 30, 2022, the District has recorded \$20,769,105 in revenue. The revenues are \$4,918,997 or 31.0% above the annual budget. The variance is attributed to revenues incurred from connection fees for two (2) new apartment developments.
- As of June 30, 2022, the District has incurred \$9,467,026 in expenditures. The District’s expenditures are \$1,500,129 or 13.7% under the FYTD straight line budget.

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

| <b>FUND</b>                               | <b>UNAUDITED FUND BALANCE AS OF 6/30/2022</b> |
|---|---|
| OPERATING FUND (FUND 11)                  | \$ 26,900,884                                 |
| SPECIAL REVENUE FUND (FUND 11 AND FUND 6) | 1,057,959                                     |
| FIDUCIARY FUND (FUND 4)                   | 735,759                                       |
| CAPITAL IMPROVEMENT FUND (FUND 13)        | 11,263,721                                    |
| RESTRICTED CIP FUND (FUND 12)             | 24,662,632                                    |
| <b>TOTAL</b>                              | <b>\$ 64,620,955</b>                          |

### **Recommendation**

Staff recommends that the Board receive and file the Revenue and Expense report for the period ending June 2022.

### **Attachments**

Attachment A: Monthly Income Summary for June 2022

Attachment B: Budget Variance Report for June 2022

Attachment C: Summary of Cash and Investments for June 2022



**Valley Sanitary District**  
**Monthly Income Summary**  
June 2022 (UNAUDITED)

|                                 | <u>Current Month</u> | <u>Fiscal YTD</u>   | <u>Annual Projection</u> | <u>% Received</u> | <u>Balance</u>       |
|---------------------------------|----------------------|---------------------|--------------------------|-------------------|----------------------|
| <b>Revenues</b>                 |                      |                     |                          |                   |                      |
| Sewer Service Chgs-Current      | \$371,678            | \$15,224,732        | \$13,550,998             | 112%              | (\$1,673,734)        |
| Permit & Inspection Fees        | \$6,950              | \$44,130            | \$30,355                 | 145%              | (\$13,775)           |
| Plan Check Fees                 | \$900                | \$12,350            | \$11,671                 | 106%              | (\$679)              |
| Other Services                  | \$200                | \$3,810             | \$0                      | 0%                | (\$3,810)            |
| Sale of Surplus Property        | \$0                  | \$18,247            | \$18,115                 | 101%              | (\$132)              |
| Taxes - Current Secured         | \$32,583             | \$1,031,138         | \$1,002,212              | 103%              | (\$28,926)           |
| Taxes - Current Unsecured       | \$0                  | \$34,714            | \$61,266                 | 57%               | \$26,552             |
| Taxes - Prior Secured           | \$0                  | \$8,468             | \$0                      | 0%                | (\$8,468)            |
| Supple Prop. Taxes - Current    | \$4,742              | \$4,865             | \$9,196                  | 53%               | \$4,331              |
| Supple Prop. Taxes - Prior      | \$0                  | \$11,256            | \$8,328                  | 135%              | (\$2,928)            |
| Homeowners Tax Relief           | \$1,000              | \$6,668             | \$0                      | 0%                | (\$6,668)            |
| Interest Income                 | \$985                | \$38,503            | \$140,906                | 27%               | \$102,403            |
| Unrealized gains (losses)       | (\$6,434)            | (\$43,863)          | \$0                      | 0%                | \$43,863             |
| Rebate Income                   | \$0                  | \$2,100             | \$0                      | 0%                | (\$2,100)            |
| Non-Operating Revenues - Fnd 11 | \$0                  | \$63,565            | \$451                    | 14,094%           | (\$63,114)           |
| Interest Income                 | \$0                  | \$49,628            | \$0                      | 0%                | (\$49,628)           |
| Connection Fees                 | \$223,554            | \$4,242,643         | \$991,610                | 428%              | (\$3,251,033)        |
| Interest Income                 | \$0                  | \$16,150            | \$25,000                 | 65%               | \$8,850              |
| <b>Total Revenues</b>           | <b>\$636,159</b>     | <b>\$20,769,105</b> | <b>\$15,850,108</b>      | <b>131%</b>       | <b>(\$4,918,997)</b> |

Valley Sanitary District  
Budget Variance Report  
June 2022

| Description  | FY22<br>Total Budget | Current Month    |                  |                            | Fiscal Year to Date |                    |                            |                         |
|--|----------------------|------------------|------------------|----------------------------|---------------------|--------------------|----------------------------|-------------------------|
|  |                      | Actual           | Budget           | Favorable<br>(Unfavorable) | FYTD Actual         | FY22<br>YTD Budget | Favorable<br>(Unfavorable) | Percentage<br>Remaining |
| <b>Revenues:</b>   |                      |                  |                  |                            |                     |                    |                            |                         |
| Operating Revenue  | 14,602,749           | 603,282          | 1,216,896        | (613,613)                  | 19,545,912          | 14,602,749         | 4,943,163                  | -33.9%                  |
| Non-Operating Revenue                                    | 1,247,359            | 32,877           | 103,947          | (71,070)                   | 1,223,193           | 1,247,359          | (24,166)                   | 1.9%                    |
| <b>Total Operating Revenue</b>                           | <b>15,850,108</b>    | <b>636,159</b>   | <b>1,320,842</b> | <b>(684,683)</b>           | <b>20,769,105</b>   | <b>15,850,108</b>  | <b>4,918,997</b>           | <b>-31.0%</b>           |
| <b>Operating Expenses:</b>                               |                      |                  |                  |                            |                     |                    |                            |                         |
| Salaries And Wages                                       | 3,102,912            | 272,558          | 258,576          | (13,982)                   | 3,019,451           | 3,102,912          | 83,461                     | 2.7%                    |
| Director Fee/Payroll Tax-Board                           | 61,756               | 4,300            | 5,146            | 846                        | 57,000              | 61,756             | 4,756                      | 7.7%                    |
| Bonus, Awards, Recertification                           | 9,609                | 880              | 801              | (79)                       | 9,451               | 9,609              | 158                        | 1.6%                    |
| Overtime   | 32,900               | 754              | 2,742            | 1,988                      | 15,553              | 32,900             | 17,347                     | 52.7%                   |
| Callout  | 10,500               | 1,108            | 875              | (233)                      | 7,534               | 10,500             | 2,966                      | 28.2%                   |
| Standby Pay  | 54,390               | 4,524            | 4,533            | 9                          | 49,791              | 54,390             | 4,599                      | 8.5%                    |
| Longevity  | 41,600               | 3,138            | 3,467            | 328                        | 36,646              | 41,600             | 4,954                      | 11.9%                   |
| Retirement Contributions                                 | 362,072              | 23,885           | 30,173           | 6,287                      | 281,799             | 362,072            | 80,273                     | 22.2%                   |
| Fica And Medicare  | 269,940              | 19,502           | 22,495           | 2,993                      | 231,486             | 269,940            | 38,454                     | 14.2%                   |
| Life Insurance   | 8,527                | 585              | 711              | 126                        | 6,744               | 8,527              | 1,783                      | 20.9%                   |
| Health Insurance   | 539,639              | 47,173           | 44,970           | (2,203)                    | 518,719             | 539,639            | 20,920                     | 3.9%                    |
| Dental Insurance   | 41,864               | 3,898            | 3,489            | (409)                      | 37,916              | 41,864             | 3,948                      | 9.4%                    |
| Vision Insurance   | 11,160               | 645              | 930              | 285                        | 7,451               | 11,160             | 3,709                      | 33.2%                   |
| Long Term Disability                                     | 9,682                | 846              | 807              | (39)                       | 9,592               | 9,682              | 90                         | 0.9%                    |
| Accounting Services-Admin                                | 87,707               | 7,513            | 7,309            | (204)                      | 78,031              | 87,707             | 9,676                      | 11.0%                   |
| Certifications   | 21,135               | 790              | 1,761            | 971                        | 9,586               | 21,135             | 11,549                     | 54.6%                   |
| Chemicals  | 464,521              | 37,841           | 38,710           | 869                        | 400,075             | 464,521            | 64,446                     | 13.9%                   |
| Comprehensive Insurance                                  | 333,328              | 27,479           | 27,777           | 298                        | 329,747             | 333,328            | 3,581                      | 1.1%                    |
| Conferences/ Meetings                                    | 178,050              | 10,237           | 14,838           | 4,601                      | 104,026             | 178,050            | 74,024                     | 41.6%                   |
| Contracts  | 1,269,578            | 69,412           | 105,798          | 36,387                     | 828,666             | 1,269,578          | 440,912                    | 34.7%                   |
| County Expense   | 25,000               | 296              | 2,083            | 1,787                      | 22,186              | 25,000             | 2,814                      | 11.3%                   |
| Covid-19 Supplies  | 34,000               | 640              | 2,833            | 2,193                      | 3,591               | 34,000             | 30,409                     | 89.4%                   |
| Electric   | 789,488              | 48,757           | 65,791           | 17,034                     | 701,743             | 789,488            | 87,745                     | 11.1%                   |
| Gas, Oil & Fuel  | 52,000               | 4,395            | 4,333            | (62)                       | 44,267              | 52,000             | 7,733                      | 14.9%                   |
| Grit & Screening Removal                                 | 31,865               | 1,899            | 2,655            | 756                        | 26,279              | 31,865             | 5,586                      | 17.5%                   |
| Legal Services   | 75,625               | (1,573)          | 6,302            | 7,875                      | 62,455              | 75,625             | 13,170                     | 17.4%                   |
| Loan Repayment   | 1,018,873            | 84,906           | 84,906           | -                          | 1,018,873           | 1,018,873          | -                          | 0.0%                    |
| Medical Services   | 27,143               | 1,705            | 2,262            | 557                        | 18,653              | 27,143             | 8,491                      | 31.3%                   |
| Memberships  | 58,742               | 2,976            | 4,895            | 1,919                      | 55,587              | 58,742             | 3,155                      | 5.4%                    |
| Misc. Professional Services                              | 95,192               | 6,214            | 7,933            | 1,718                      | 75,515              | 95,192             | 19,677                     | 20.7%                   |
| Natural Gas  | 6,000                | 235              | 500              | 265                        | 4,559               | 6,000              | 1,441                      | 24.0%                   |
| Office Supplies  | 22,300               | 1,430            | 1,858            | 428                        | 17,530              | 22,300             | 4,770                      | 21.4%                   |
| Opeb Contribution  | 57,253               | 1,192            | 4,771            | 3,579                      | 56,493              | 57,253             | 760                        | 1.3%                    |
| Other Expenses   | 62,345               | 1,841            | 5,195            | 3,355                      | 22,326              | 62,345             | 40,019                     | 64.2%                   |
| Permits & Fees   | 105,750              | 2,968            | 8,813            | 5,844                      | 35,184              | 105,750            | 70,566                     | 66.7%                   |
| Projects   | 379,434              | 22,329           | 31,620           | 9,291                      | 313,389             | 379,434            | 66,045                     | 17.4%                   |
| Publications   | 2,700                | 470              | 225              | (245)                      | 2,614               | 2,700              | 86                         | 3.2%                    |
| Repairs & Maintenance                                    | 642,010              | 20,326           | 53,501           | 33,175                     | 514,905             | 642,010            | 127,105                    | 19.8%                   |
| Research & Monitoring                                    | 100,000              | 4,839            | 8,333            | 3,494                      | 68,056              | 100,000            | 31,944                     | 31.9%                   |
| Supplies   | 240,840              | 17,776           | 20,070           | 2,295                      | 166,460             | 240,840            | 74,380                     | 30.9%                   |
| Telephone/Internet                                       | 34,569               | 2,494            | 2,881            | 386                        | 30,227              | 34,569             | 4,342                      | 12.6%                   |
| Tools & Equipment  | 37,000               | 11,769           | 3,083            | (8,686)                    | 29,985              | 37,000             | 7,015                      | 19.0%                   |
| Tuition Reimbursement                                    | 12,000               | 239              | 1,000            | 761                        | 4,772               | 12,000             | 7,228                      | 60.2%                   |
| Uniform Services   | 40,720               | 2,505            | 3,393            | 889                        | 28,394              | 40,720             | 12,326                     | 30.3%                   |
| Water  | 27,358               | 2,380            | 2,280            | (101)                      | 25,641              | 27,358             | 1,717                      | 6.3%                    |
| Workers Compensation                                     | 78,078               | 18,081           | 6,507            | (11,575)                   | 78,078              | 78,078             | 0                          | 0.0%                    |
| <b>Total Operating Expenses (Before Depreciation)</b>    | <b>10,967,155</b>    | <b>798,158</b>   | <b>913,930</b>   | <b>115,772</b>             | <b>9,467,026</b>    | <b>10,967,155</b>  | <b>1,500,129</b>           | <b>13.7%</b>            |
| <b>Operating Expenses in Excess of Operating Revenue</b> |                      | <b>(161,999)</b> |                  |                            | <b>11,302,078</b>   |                    |                            |                         |

Valley Sanitary District  
Budget Variance Report  
June 2022

| Description   | FY22<br>Total Budget | Current Month  |                  |                            | Fiscal Year to Date |                    |                            |                         |
|---|----------------------|----------------|------------------|----------------------------|---------------------|--------------------|----------------------------|-------------------------|
|   |                      | Actual         | Budget           | Favorable<br>(Unfavorable) | FYTD Actual         | FY22<br>YTD Budget | Favorable<br>(Unfavorable) | Percentage<br>Remaining |
| <b>Operating Expenses:</b>                            |                      |                |                  |                            |                     |                    |                            |                         |
| Wages   | 3,272,067            | 284,124        | 272,672          | (11,451)                   | 3,158,780           | 3,272,067          | 113,287                    | 3.5%                    |
| Fringe Benefits                                       | 1,284,484            | 99,673         | 107,040          | 7,367                      | 1,130,355           | 1,284,484          | 154,129                    | 12.0%                   |
| Services  | 1,690,487            | 89,932         | 140,874          | 50,942                     | 1,181,047           | 1,690,487          | 509,440                    | 30.1%                   |
| Supplies and Materials                                | 1,540,671            | 94,621         | 128,389          | 33,768                     | 1,200,601           | 1,540,671          | 340,070                    | 22.1%                   |
| Fuels and Lubricants                                  | 52,000               | 4,395          | 4,333            | (62)                       | 44,267              | 52,000             | 7,733                      | 14.9%                   |
| Comprehensive Insurance                               | 411,406              | 45,560         | 34,284           | (11,276)                   | 407,825             | 411,406            | 3,581                      | 0.9%                    |
| Projects  | 379,434              | 22,329         | 31,620           | 9,291                      | 313,389             | 379,434            | 66,045                     | 17.4%                   |
| Utilities   | 854,711              | 53,271         | 71,226           | 17,955                     | 758,223             | 854,711            | 96,488                     | 11.3%                   |
| Loan Payments   | 1,018,873            | 84,906         | 84,906           | -                          | 1,018,873           | 1,018,873          | -                          | 0.0%                    |
| Permits and Fees                                      | 130,750              | 3,264          | 10,896           | 7,632                      | 57,370              | 130,750            | 73,380                     | 56.1%                   |
| Other   | 332,272              | 16,083         | 27,689           | 11,606                     | 196,297             | 332,272            | 135,975                    | 40.9%                   |
| <b>Total Operating Expenses (Before Depreciation)</b> | <b>10,967,155</b>    | <b>798,158</b> | <b>913,930</b>   | <b>115,772</b>             | <b>9,467,026</b>    | <b>10,967,155</b>  | <b>1,500,129</b>           | <b>13.7%</b>            |
| <b>Revenues:</b>                                      |                      |                |                  |                            |                     |                    |                            |                         |
| Operating Revenue                                     | 14,602,749           | 603,282        | 1,216,896        | (613,613)                  | 19,545,912          | 14,602,749         | 4,943,163                  | -33.9%                  |
| Non-Operating Revenue                                 | 1,247,359            | 32,877         | 103,947          | (71,070)                   | 1,223,193           | 1,247,359          | (24,166)                   | 1.9%                    |
| <b>Total Revenue</b>                                  | <b>15,850,108</b>    | <b>636,159</b> | <b>1,320,842</b> | <b>(684,683)</b>           | <b>20,769,105</b>   | <b>15,850,108</b>  | <b>4,918,997</b>           | <b>-31.0%</b>           |
| <b>Net Operating Gain (Loss)</b>                      |                      |                |                  | <b>(161,999)</b>           |                     |                    |                            | <b>11,302,078</b>       |

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

FOR THE PERIOD: 06/01/2022 TO 06/30/2022 (UNAUDITED)

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

**INVESTMENTS**

|  |                          |
|--|--------------------------|
| LAIF Fund 4 - Agency Fund                                  |                          |
| Beginning Balance (Fund 4)                                 | 735,759                  |
| Net Transfer from (to) Fund 11                             | 0                        |
| Fair Value Factor for quarter ending 06/30/2021            | 0                        |
| Interest (Pd quarterly - Int. Rate 0.75%)                  | 0                        |
| <b>Fund 04 Ending Balance</b>                              | <b><u>735,759</u></b>    |
|  |                          |
| LAIF Fund 6 - Wastewater Revenue Refunding Bonds           |                          |
| Beginning Balance (Fund 6)                                 | 748                      |
| Net Transfer from (to) Fund 11                             | 0                        |
| Fair Value Factor for quarter ending 06/30/2021            | 0                        |
| Interest (Pd quarterly - Int. Rate 0.75%)                  | 0                        |
| <b>Fund 06 Ending Balance</b>                              | <b><u>748</u></b>        |
|  |                          |
| LAIF Fund 11 - Operating Fund                              |                          |
| Beginning Balance (Fund 11)                                | 18,223,304               |
| Net Transfer from (to) Fund 04                             | 0                        |
| Net Transfer from (to) Fund 06                             | 0                        |
| Net Transfer from (to) Fund 12                             | 522,438                  |
| Net Transfer from (to) Fund 13                             | (223,555)                |
| Fund Transfer from (to) LAIF - WF                          | 6,000,000                |
| Fair Value Factor for quarter ending 06/30/2021            | 0                        |
| Interest (Pd quarterly - Int. Rate 0.75%)                  | 0                        |
| <b>Fund 11 Ending Balance</b>                              | <b><u>24,522,187</u></b> |
|  |                          |
| LAIF Fund 12 - Reserve Fund                                |                          |
| Beginning Balance (Fund 12)                                | 25,185,070               |
| Net Transfer from (to) Fund 11                             | (522,438)                |
| Fair Value Factor for quarter ending 06/30/2021            | 0                        |
| Interest (Pd quarterly - Int. Rate 0.75%)                  | 0                        |
| <b>Fund 12 Ending Balance</b>                              | <b><u>24,662,632</u></b> |
|  |                          |
| LAIF Fund 13 - Capital Improvement Fund                    |                          |
| Beginning Balance  | 11,040,166               |
| Connection Fees  | 223,555                  |
| (Disbursements) or Reimbursements                          | <u>0</u>                 |
| Net Transfer from (to) Fund 11                             | 223,555                  |
| Fair Value Factor for quarter ending 06/30/2021            | 0                        |
| Interest (Pd quarterly - Int. Rate 0.75%)                  | 0                        |
| <b>Fund 13 Ending Balance</b>                              | <b><u>11,263,721</u></b> |
| <b>TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13</b> | <b><u>61,185,047</u></b> |

**CASH IN CHECKING ACCOUNT**

**WELLS FARGO - FUND 11**

|                                    |                         |
|------------------------------------|-------------------------|
| Beginning Balance                  | 9,103,938               |
| Deposits                           | 281,119                 |
| Fund Transfer from (to) LAIF (net) | (6,000,000)             |
| Disbursements and Payroll          | (1,006,360)             |
| <b>Wells Fargo Ending Balance</b>  | <b><u>2,378,697</u></b> |

**CALTRUST - FUND 11**

|                                |                         |
|--------------------------------|-------------------------|
| Beginning Balance              | 1,062,660               |
| Interest Income                | 985                     |
| Unrealized Gain / <Loss>       | (6,434)                 |
| <b>CalTRUST Ending Balance</b> | <b><u>1,057,211</u></b> |

|  |                          |
|--|--------------------------|
| <b>TOTAL WELLS FARGO AND CALTRUST CHECKING</b> | <b><u>3,435,908</u></b>  |
| <b>TOTAL CASH AND INVESTMENTS</b>              | <b><u>64,620,955</u></b> |

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

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



**Valley Sanitary District  
Board of Directors Meeting  
July 26, 2022**

**TO:** Board of Directors  
**THROUGH:** Beverli A. Marshall, General Manager  
**FROM:** Jeanette Juarez, Business Services Manager  
**SUBJECT:** **Credit Card Statement for Period Ending June 30, 2022**

|  |   |   |
|--|---|---|
| <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 June 30, 2022, 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 June 30, 2022, are \$22,132.00.

**Background**

The attached report summarizes the District’s credit card expenditures for the statement ending June 30, 2022.

**Recommendation**

Staff recommends that the Board receive and file the credit card report and statement for the period ending June 30, 2022.

**Attachments**

- Attachment A: Valley Sanitary District Credit Card Report June 2022
- Attachment B: Credit Card Statement June 2022

| Diverted From Cardholder Name | Tran Date | Post Date | Merchant Name             | MCC Description                        | Debits     | Credits    |
|-------------------------------|-----------|-----------|---------------------------|--|------------|------------|
| ANNA BELL                     | 6/28/2022 | 6/29/2022 | LIEBERTCASS               | Legal Services Attorneys               | \$475.00   |            |
| ANNA BELL                     | 6/14/2022 | 6/16/2022 | DIAMOND ENVIRONMENTAL SER | Commercial Equipment Not Elsewhere Cl  | \$246.43   |            |
| ANNA BELL                     | 6/15/2022 | 6/16/2022 | UGSI CHEMICAL FEED INC    | Industrial Supplies Not Elsewhere Clas | \$1,488.06 |            |
| BEVERLI A MARSHALL            | 6/28/2022 | 6/30/2022 | HYATT RESORT @ SQUAW CRK  | Hyatt Hotels                           | \$357.90   |            |
| BEVERLI A MARSHALL            | 6/28/2022 | 6/30/2022 | SOUTHWES 5262136393984    | Southwest                              | \$386.96   |            |
| BEVERLI A MARSHALL            | 6/29/2022 | 6/29/2022 | EXPEDIA 72335317192620    | Travel Agencies                        | \$40.00    |            |
| BEVERLI A MARSHALL            | 6/28/2022 | 6/28/2022 | Palm Sp Desert Sun        | Continuity/Subsription Merchants       | \$14.99    |            |
| BEVERLI A MARSHALL            | 6/15/2022 | 6/17/2022 | GRAND HYATT SAN ANTONIO   | Hyatt Hotels                           | \$927.48   |            |
| BEVERLI A MARSHALL            | 6/15/2022 | 6/16/2022 | PALM SPRINGS AIRPORT      | Transportation Services Not Elsewhere  | \$80.00    |            |
| BEVERLI A MARSHALL            | 6/12/2022 | 6/13/2022 | PAYPAL *QUICKYMARTL       | Telecommunications Equipment Including | \$4.99     |            |
| BEVERLI A MARSHALL            | 6/11/2022 | 6/13/2022 | AMERICAN AIR0012434452757 | American Airlines                      | \$121.21   |            |
| BEVERLI A MARSHALL            | 6/10/2022 | 6/12/2022 | VENNGAGE.COM              | Computer Prgrmg Integtrd Sys Dsgn Dp   | \$468.00   |            |
| BEVERLI A MARSHALL            | 6/10/2022 | 6/12/2022 | INTERNATIONAL TRANS FEE   | Computer Prgrmg Integtrd Sys Dsgn Dp   | \$9.36     |            |
| BEVERLI A MARSHALL            | 6/6/2022  | 6/7/2022  | PE SUBSCRIPTIONS          | Advertising Services                   | \$10.00    |            |
| BEVERLI A MARSHALL            | 6/5/2022  | 6/5/2022  | Dropbox 25LN3WSM6Y6V      | Computer Network/Information Services  | \$1,920.00 |            |
| BEVERLI A MARSHALL            | 6/3/2022  | 6/5/2022  | SMK*SURVEYMONKEY.COM      | Continuity/Subsription Merchants       | \$384.00   |            |
| BRANDEN RODRIGUEZ             | 6/10/2022 | 6/12/2022 | STAPLES 00113241          | Stationery Office & School Supply Sto  | \$545.53   |            |
| DANIEL A MILLS                | 6/27/2022 | 6/29/2022 | THE HOME DEPOT #6874      | Home Supply Warehouse Stores           | \$292.23   |            |
| DANIEL A MILLS                | 6/22/2022 | 6/24/2022 | KSC & SON CORPORATION - G | Car Washes                             | \$10.00    |            |
| DANIEL A MILLS                | 6/15/2022 | 6/16/2022 | AMZN Mktp US*T28HC38D3    | Book Stores                            | \$199.03   |            |
| DANIEL A MILLS                | 6/8/2022  | 6/10/2022 | THE HOME DEPOT 6874       | Home Supply Warehouse Stores           | \$216.41   |            |
| DANIEL A MILLS                | 6/7/2022  | 6/9/2022  | THE HOME DEPOT #6874      | Home Supply Warehouse Stores           | \$24.69    |            |
| DANIEL A MILLS                | 6/7/2022  | 6/5/2022  | THE HOME DEPOT 6874       | Home Supply Warehouse Stores           | \$907.64   |            |
| DAVE COMMONS                  | 6/28/2022 | 6/29/2022 | AMZN Mktp US*Q962Z7B03    | Book Stores                            | \$35.88    |            |
| DAVE COMMONS                  | 6/27/2022 | 6/28/2022 | SQ *TKB BAKERY & DELI     | Express Payment Services (Fast Food)   | \$18.55    |            |
| DAVE COMMONS                  | 6/24/2022 | 6/26/2022 | BURGER KING #4829         | Express Payment Services (Fast Food)   | \$12.12    |            |
| DAVE COMMONS                  | 6/23/2022 | 6/24/2022 | COURTYARD BY MARRIOTT     | Courtyard By Marriott                  | (\$0.01)   | (\$0.01)   |
| DAVE COMMONS                  | 6/22/2022 | 6/24/2022 | ONT AIRPT PRKING LOT 3    | Automobile Parking Lots And Garages    | \$32.00    |            |
| DAVE COMMONS                  | 6/22/2022 | 6/24/2022 | THRIFTY #0082816          | Thrifty Car Rental                     | \$202.97   |            |
| DAVE COMMONS                  | 6/21/2022 | 6/23/2022 | KINDER'S FAIRFIELD        | Caterers                               | \$18.37    |            |
| DAVE COMMONS                  | 6/20/2022 | 6/21/2022 | CA-NV SECTION AWWA        | Schools & Educational Services Not Els | \$250.00   |            |
| DAVE COMMONS                  | 6/11/2022 | 6/12/2022 | COURTYARD BY MARRIOTT     | Courtyard By Marriott                  | \$187.21   |            |
| DAVE COMMONS                  | 6/11/2022 | 6/12/2022 | COURTYARD BY MARRIOTT     | Courtyard By Marriott                  | \$187.21   |            |
| DAVE COMMONS                  | 6/10/2022 | 6/12/2022 | SOUTHWES 5262129420411    | Southwest                              | \$227.97   |            |
| DAVE COMMONS                  | 6/10/2022 | 6/12/2022 | SOUTHWES 5262129420412    | Southwest                              | \$227.97   |            |
| DAVE COMMONS                  | 6/12/2022 | 6/12/2022 | AMZN Mktp US*7L9U19Q43    | Book Stores                            | \$23.91    |            |
| DAVE COMMONS                  | 6/11/2022 | 6/12/2022 | AWWA.ORG                  | Charitable And Social Service Organiza | \$93.50    |            |
| DAVE COMMONS                  | 6/3/2022  | 6/5/2022  | Adobe Inc                 | unassigned                             | \$14.99    |            |
| DAVE COMMONS                  | 6/1/2022  | 6/2/2022  | AMAZON.COM*1X6571XC0 AMZN | Book Stores                            | \$179.56   |            |
| EDUARDO LUNA                  | 6/27/2022 | 6/29/2022 | ARCTIC GLACIER USA INC    | Express Payment Services (Fast Food)   | \$21.28    |            |
| EDUARDO LUNA                  | 6/27/2022 | 6/28/2022 | SMART AND FINAL 718       | Grocery Stores Supermarkets            | \$111.28   |            |
| EDUARDO LUNA                  | 6/24/2022 | 6/26/2022 | BECK OIL INC LEE ESCHER   | Service Stations                       | \$133.69   |            |
| EDUARDO LUNA                  | 6/24/2022 | 6/26/2022 | PAYPAL *FOZMULALTD        | Engineering Architectural & Surveying  | \$85.24    |            |
| EDUARDO LUNA                  | 6/24/2022 | 6/26/2022 | INTERNATIONAL TRANS FEE   | Engineering Architectural & Surveying  | \$1.70     |            |
| HEBERTO MORENO                | 6/14/2022 | 6/15/2022 | APPLE.COM/BILL            | unassigned                             | \$2.99     |            |
| HEBERTO MORENO                | 6/3/2022  | 6/5/2022  | HARBOR FREIGHT TOOLS 411  | Hardware Stores                        | \$43.44    |            |
| HEBERTO MORENO                | 6/3/2022  | 6/5/2022  | THE HOME DEPOT #6874      | Home Supply Warehouse Stores           | \$78.22    |            |
| HOLLY GOULD                   | 6/28/2022 | 6/29/2022 | AMZN MKTP US*GW2L96663 AM | Book Stores                            | \$17.54    |            |
| HOLLY GOULD                   | 6/28/2022 | 6/29/2022 | WAL-MART #2181            | Grocery Stores Supermarkets            | \$140.01   |            |
| HOLLY GOULD                   | 6/24/2022 | 6/26/2022 | CVS/PHARMACY #02050       | Drug Stores Pharmacies                 | \$779.75   |            |
| HOLLY GOULD                   | 6/20/2022 | 6/20/2022 | AMZN Mktp US*C66VR7493    | Book Stores                            | \$249.30   |            |
| HOLLY GOULD                   | 6/16/2022 | 6/17/2022 | AMZN Mktp US*198CS1V10    | Book Stores                            | \$47.74    |            |
| HOLLY GOULD                   | 6/14/2022 | 6/15/2022 | TRI-STATE SEMINAR         | Schools & Educational Services Not Els | \$99.00    |            |
| HOLLY GOULD                   | 6/15/2022 | 6/15/2022 | Amazon.com*WV76A6ZT3      | Book Stores                            | \$38.05    |            |
| HOLLY GOULD                   | 6/14/2022 | 6/15/2022 | FD *CA DMV VFC            | Government Services Not Elsewhere Clas | \$1.00     |            |
| HOLLY GOULD                   | 6/14/2022 | 6/15/2022 | FD *CA DMV VFC *SVC       | Government Services Not Elsewhere Clas | \$0.03     |            |
| HOLLY GOULD                   | 6/13/2022 | 6/14/2022 | WM SUPERCENTER #2181      | Grocery Stores Supermarkets            | \$51.27    |            |
| HOLLY GOULD                   | 6/11/2022 | 6/12/2022 | AMZN Mktp US*OU8LN49U3    | Book Stores                            | \$112.96   |            |
| HOLLY GOULD                   | 6/11/2022 | 6/12/2022 | ZAZZLE INC                | Miscellaneous General Merchandise      | \$47.37    |            |
| HOLLY GOULD                   | 6/8/2022  | 6/9/2022  | PAYPAL *CALPELRA          | Civic Social & Fraternal Associations  | \$380.00   |            |
| HOLLY GOULD                   | 6/8/2022  | 6/9/2022  | PAYPAL *CALPELRA          | Civic Social & Fraternal Associations  | \$745.00   |            |
| HOLLY GOULD                   | 6/8/2022  | 6/9/2022  | PAYPAL *CALPELRA          | Civic Social & Fraternal Associations  | \$380.00   |            |
| HOLLY GOULD                   | 6/8/2022  | 6/9/2022  | PAYPAL *CALPELRA          | Civic Social & Fraternal Associations  | \$25.00    |            |
| HOLLY GOULD                   | 6/8/2022  | 6/9/2022  | PAYPAL *CALPELRA          | Civic Social & Fraternal Associations  | \$380.00   |            |
| HOLLY GOULD                   | 6/7/2022  | 6/8/2022  | LIEBERTCASS               | Legal Services Attorneys               | \$75.00    |            |
| HOLLY GOULD                   | 6/2/2022  | 6/3/2022  | GCVCC                     | Membership Organizations Not Elsewhe   | \$30.00    |            |
| HOLLY GOULD                   | 6/1/2022  | 6/2/2022  | AMZN Mktp US*1X7577X40    | Book Stores                            | \$391.00   |            |
| JEANETTE JUAREZ               | 6/28/2022 | 6/29/2022 | GOVERNMENT FINANCE OFFIC  | Membership Organizations Not Elsewhe   | \$600.00   |            |
| JEANETTE JUAREZ               | 6/21/2022 | 6/23/2022 | AMERICAN AIR0011528284081 | American Airlines                      | (\$30.00)  | (\$30.00)  |
| JEANETTE JUAREZ               | 6/21/2022 | 6/22/2022 | WAL-MART #2181            | Grocery Stores Supermarkets            | \$73.33    |            |
| JEANETTE JUAREZ               | 6/19/2022 | 6/20/2022 | J2 EFAX SERVICES          | Continuity/Subsription Merchants       | \$16.95    |            |
| JEANETTE JUAREZ               | 6/14/2022 | 6/16/2022 | AROUND THE CLOCK CALL CTR | Miscellaneous & Specialty Retail Store | \$128.50   |            |
| JEANETTE JUAREZ               | 6/16/2022 | 6/16/2022 | AMZN Mktp US*537RR7VR3    | Book Stores                            | \$152.20   |            |
| JEANETTE JUAREZ               | 6/13/2022 | 6/15/2022 | AMERICAN AIR0017820750869 | American Airlines                      | \$576.20   |            |
| JEANETTE JUAREZ               | 6/13/2022 | 6/14/2022 | EXPEDIA 72323452009647    | Travel Agencies                        | \$1,246.74 |            |
| JEANETTE JUAREZ               | 6/9/2022  | 6/12/2022 | UNITED 0169994507257      | United Airlines                        | \$35.00    |            |
| JEANETTE JUAREZ               | 6/9/2022  | 6/12/2022 | HYATT PLACE AUSTIN DTWN   | unassigned                             | \$1,030.28 |            |
| JEANETTE JUAREZ               | 6/9/2022  | 6/10/2022 | UBER TRIP                 | Taxicabs/Limousines                    | \$48.52    |            |
| JEANETTE JUAREZ               | 6/9/2022  | 6/10/2022 | UBER TRIP                 | Taxicabs/Limousines                    | \$26.25    |            |
| JEANETTE JUAREZ               | 6/8/2022  | 6/10/2022 | AMERICAN AIR0011528284081 | American Airlines                      | \$30.00    |            |
| JEANETTE JUAREZ               | 6/4/2022  | 6/6/2022  | AMERICAN AIR0011528123765 | American Airlines                      | \$30.00    |            |
| JEANETTE JUAREZ               | 6/4/2022  | 6/5/2022  | ADOBE ACROPRO SUBS        | Computer Software                      | \$186.89   |            |
| JIMMY GARCIA                  | 6/28/2022 | 6/30/2022 | THE HOME DEPOT #6630      | Home Supply Warehouse Stores           | (\$129.41) | (\$129.41) |
| JIMMY GARCIA                  | 6/27/2022 | 6/29/2022 | ARCTIC GLACIER USA INC    | Express Payment Services (Fast Food)   | \$15.96    |            |
| JIMMY GARCIA                  | 6/27/2022 | 6/29/2022 | THE HOME DEPOT #6874      | Home Supply Warehouse Stores           | \$169.12   |            |
| JIMMY GARCIA                  | 6/23/2022 | 6/26/2022 | THE HOME DEPOT #6874      | Home Supply Warehouse Stores           | \$247.49   |            |
| JIMMY GARCIA                  | 6/16/2022 | 6/19/2022 | THE HOME DEPOT #6874      | Home Supply Warehouse Stores           | \$8.00     |            |
| JIMMY GARCIA                  | 6/15/2022 | 6/16/2022 | SMART AND FINAL 718       | Grocery Stores Supermarkets            | \$169.31   |            |
| JIMMY GARCIA                  | 6/15/2022 | 6/16/2022 | ACE HARDWARE COACHELLA    | Hardware Stores                        | \$142.34   |            |

|               |           |           |                           |  |                    |                   |
|---------------|-----------|-----------|---------------------------|--|--------------------|-------------------|
| JIMMY GARCIA  | 6/9/2022  | 6/12/2022 | THE HOME DEPOT 6874       | Home Supply Warehouse Stores           | \$223.50           |                   |
| JIMMY GARCIA  | 6/8/2022  | 6/10/2022 | THE HOME DEPOT 6874       | Home Supply Warehouse Stores           | \$247.62           |                   |
| JIMMY GARCIA  | 6/8/2022  | 6/10/2022 | GLORIA'S COCINA MEXICANA  | Eating Places Restaurants              | \$52.68            |                   |
| TINO TIJERINA | 6/25/2022 | 6/27/2022 | KSC & SON CORPORATION - G | Car Washes                             | \$19.99            |                   |
| TINO TIJERINA | 6/24/2022 | 6/26/2022 | KSC & SON CORPORATION - G | Car Washes                             | \$19.99            |                   |
| TINO TIJERINA | 6/24/2022 | 6/26/2022 | KSC & SON CORPORATION - G | Car Washes                             | \$19.99            |                   |
| TINO TIJERINA | 6/24/2022 | 6/26/2022 | KSC & SON CORPORATION - G | Car Washes                             | \$19.99            |                   |
| TINO TIJERINA | 6/24/2022 | 6/26/2022 | KSC & SON CORPORATION - G | Car Washes                             | \$19.99            |                   |
| TINO TIJERINA | 6/24/2022 | 6/26/2022 | KSC & SON CORPORATION - G | Car Washes                             | \$19.99            |                   |
| TINO TIJERINA | 6/24/2022 | 6/26/2022 | KSC & SON CORPORATION - G | Car Washes                             | \$19.99            |                   |
| TINO TIJERINA | 6/17/2022 | 6/19/2022 | THE HOME DEPOT #6874      | Home Supply Warehouse Stores           | \$550.12           |                   |
| TINO TIJERINA | 6/16/2022 | 6/17/2022 | BENLO RV II               | Miscellaneous Repair Shops & Related S | \$32.57            |                   |
| TINO TIJERINA | 6/14/2022 | 6/16/2022 | THE HOME DEPOT #6874      | Home Supply Warehouse Stores           | \$28.82            |                   |
| TINO TIJERINA | 6/14/2022 | 6/16/2022 | YELLOW MART STORES        | Sporting Goods Stores                  | \$220.74           |                   |
| TINO TIJERINA | 6/13/2022 | 6/15/2022 | INDIO COOLING & HEATIN    | Heating Plumbing Air Conditioning      | \$10.88            |                   |
| TINO TIJERINA | 6/14/2022 | 6/15/2022 | FERGUSON ENT HVA 568      | Plumbing And Heating Equipment And Sup | \$8.98             |                   |
| TINO TIJERINA | 6/14/2022 | 6/15/2022 | FERGUSON ENT HVA 568      | Plumbing And Heating Equipment And Sup | \$261.90           |                   |
| TINO TIJERINA | 6/10/2022 | 6/12/2022 | KSC & SON CORPORATION - G | Car Washes                             | \$15.00            |                   |
| TINO TIJERINA | 6/9/2022  | 6/10/2022 | AMZN Mktp US*G70017283    | Book Stores                            | \$28.26            |                   |
| TINO TIJERINA | 6/3/2022  | 6/5/2022  | KSC & SON CORPORATION - G | Car Washes                             | \$15.00            |                   |
| TINO TIJERINA | 6/3/2022  | 6/5/2022  | KSC & SON CORPORATION - G | Car Washes                             | \$15.00            |                   |
| TINO TIJERINA | 6/3/2022  | 6/5/2022  | KSC & SON CORPORATION - G | Car Washes                             | \$15.00            |                   |
| TINO TIJERINA | 6/3/2022  | 6/5/2022  | KSC & SON CORPORATION - G | Car Washes                             | \$15.00            |                   |
| TINO TIJERINA | 6/3/2022  | 6/5/2022  | KSC & SON CORPORATION - G | Car Washes                             | \$15.00            |                   |
| TINO TIJERINA | 6/2/2022  | 6/3/2022  | CASTANEDAS MEXICAN FOOD   | Eating Places Restaurants              | \$132.37           |                   |
| <b>Total</b>  |           |           |                           |  | <b>\$22,132.00</b> | <b>(\$159.42)</b> |



UMPQUA BANK

BL ACCT [REDACTED] VALLEY SANITARY DISTRICT Account Number: [REDACTED] Page 1 of 7



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 \$22,132.00

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 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

Table with 2 columns: Description and Amount. Rows include NEW BALANCE, MINIMUM PAYMENT, PAYMENT DUE DATE.

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: 06/10, 06/10, 7480725216011111111111, AUTO PMT FROM ACCT 7100808646, \$15,208.38-

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

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



Account Number

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: 06/30/22, \$22,132.00, \$22,132.00, 07/25/22

AMOUNT OF PAYMENT ENCLOSED

\$



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

e-Statement



MAKE CHECK PAYABLE TO:

UMPQUA BANK COMMERCIAL CARD OPS
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142



**IMPORTANT INFORMATION**

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

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

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

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

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

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

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

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

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

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

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

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

**BILLING RIGHTS SUMMARY**

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

In your letter, give us the following information:

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

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

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

Please use blue or black ink to complete form

**NAME CHANGE**

Last

First  Middle

**ADDRESS CHANGE**

Street

City  State  ZIP Code

Home Phone (  )  -  Business Phone (  )  -

Cell Phone (  )  -  E-mail Address

**SIGNATURE REQUIRED TO AUTHORIZE CHANGES**

Signature \_\_\_\_\_

| Cardholder Account Summary             |           |           |   |  |                         |                              |
|--|-----------|-----------|---|--|-------------------------|------------------------------|
| JEANETTE JUAREZ<br>#### #### #### 4756 |           |           | Payments & Other<br>Credits<br>\$30.00- | Purchases & Other<br>Charges<br>\$4,180.86   | Cash Advances<br>\$0.00 | Total Activity<br>\$4,150.86 |
| Cardholder Account Detail              |           |           |   |  |                         |                              |
| Trans Date                             | Post Date | Plan Name | Reference Number                        | Description  | Amount                  |                              |
| 06/04                                  | 06/05     | PPLN01    | 24943002155700553466784                 | ADOBE ACROPRO SUBS 800-443-8158 CA   | \$186.89                |                              |
| 06/04                                  | 06/06     | PPLN01    | 24943002156978001472344                 | AMERICAN AIR0011528123765 FORT WORTH TX<br>JUAREZ/JEANETTE<br>060522<br>PSP / PHX AA G O<br>PHX / AUS AA G O                             | \$30.00                 |                              |
| 06/08                                  | 06/10     | PPLN01    | 24943002160978001570638                 | AMERICAN AIR0011528284081 FORT WORTH TX<br>JUAREZ/JEANETTE<br>060822<br>AUS / PHX AA G O<br>PHX / PSP AA G O<br>PSP /<br>/               | \$30.00                 |                              |
| 06/09                                  | 06/10     | PPLN01    | 24492152160719035560056                 | UBER TRIP HELP.UBER.COM CA   | \$48.52                 |                              |
| 06/09                                  | 06/10     | PPLN01    | 24492152160719032555794                 | UBER TRIP HELP.UBER.COM CA   | \$26.25                 |                              |
| 06/09                                  | 06/12     | PPLN01    | 24692162161100462235189                 | UNITED 0169994507257 HOUSTON TX  | \$35.00                 |                              |
| 06/09                                  | 06/12     | PPLN01    | 24000972161366008702409                 | HYATT PLACE AUSTIN DTWN AUSTIN TX  | \$1,030.28              |                              |
| 06/13                                  | 06/14     | PPLN01    | 24692162164100207131112                 | EXPEDIA 72323452009647 EXPEDIA.COM WA  | \$1,246.74              |                              |
| 06/13                                  | 06/15     | PPLN01    | 24943002165344900141788                 | AMERICAN AIR0017820750869 FORT WORTH TX<br>JUAREZ/JEANETTE<br>111422<br>PSP / PHX AA L X<br>PHX / MRY AA L O<br>PHX AA G X<br>PSP AA G O | \$576.20                |                              |
| 06/14                                  | 06/16     | PPLN01    | 24412902166030024906485                 | AROUND THE CLOCK CALL CTR<br>888-711-1956 CA   | \$128.50                |                              |
| 06/16                                  | 06/16     | PPLN01    | 24692162167100111882674                 | AMZN Mktp US*537RR7VR3 Amzn.com/bill WA  | \$152.20                |                              |
| 06/19                                  | 06/20     | PPLN01    | 24692162170100905589464                 | J2 EFAX SERVICES 323-817-3205 CA   | \$16.95                 |                              |
| 06/21                                  | 06/22     | PPLN01    | 24226382172360770333201                 | WAL-MART #2181 INDIO CA  | \$73.33                 |                              |
| 06/21                                  | 06/23     |           | 74943002173978000585975                 | CREDIT VOUCHER<br>AMERICAN AIR0011528284081 FORT WORTH TX<br>JUAREZ/JEANETTE<br>060822<br>AUS PHX AA G O<br>PSP AA G O                   | \$30.00-                |                              |
| 06/28                                  | 06/29     | PPLN01    | 24005942179300626032434                 | GOVERNMENT FINANCE OFFIC CHICAGO IL  | \$600.00                |                              |

| Cardholder Account Summary                |           |           |                                       |  |                         |                              |
|---|-----------|-----------|---------------------------------------|--|-------------------------|------------------------------|
| BEVERLI A MARSHALL<br>#### #### #### 5986 |           |           | Payments & Other<br>Credits<br>\$0.00 | Purchases & Other<br>Charges<br>\$4,724.89 | Cash Advances<br>\$0.00 | Total Activity<br>\$4,724.89 |
| Cardholder Account Detail                 |           |           |                                       |  |                         |                              |
| Trans Date                                | Post Date | Plan Name | Reference Number                      | Description                                | Amount                  |                              |
| 06/05                                     | 06/05     | PPLN01    | 24204292156000552425851               | Dropbox 25LN3WSM6Y6V 415-8576933 CA        | \$1,920.00              |                              |
| 06/03                                     | 06/05     | PPLN01    | 24906412154148806298744               | SMK* SURVEYMONKEY.COM 971-2311154 CA       | \$384.00                |                              |
| 06/06                                     | 06/07     | PPLN01    | 24493982158083153412613               | PE SUBSCRIPTIONS 951-368-9000 CA           | \$10.00                 |                              |
| 06/10                                     | 06/12     | PPLN01    | 74083422162000000144738               | VENNGAGE.COM TORONTO ON                    | \$468.00                |                              |
| 06/10                                     | 06/12     | PPLN01    | 74083422162000000144738               | INTERNATIONAL TRANS FEE                    | \$9.36                  |                              |

| Cardholder Account Detail Continued |           |           |                         |   |          |
|-------------------------------------|-----------|-----------|-------------------------|---|----------|
| Trans Date                          | Post Date | Plan Name | Reference Number        | Description   | Amount   |
| 06/11                               | 06/13     | PPLN01    | 24943002163978000352852 | AMERICAN AIR0012434452757 FORT WORTH TX<br>MARSHALL/BEVERLI<br>061222<br>PSP / DFW AA V O<br>DFW / SAT AA V X<br>SAT / PHX AA V X<br>PHX / PSP AA V X | \$121.21 |
| 06/12                               | 06/13     | PPLN01    | 24492152163894174717655 | PAYPAL *QUICKYMARTL 402-935-7733 CA   | \$4.99   |
| 06/15                               | 06/16     | PPLN01    | 24431062166400472743591 | PALM SPRINGS AIRPORT PALM SPRINGS CA  | \$80.00  |
| 06/15                               | 06/17     | PPLN01    | 24943002167722411446846 | GRAND HYATT SAN ANTONIO SAN ANTONIO TX  | \$927.48 |
| 06/28                               | 06/28     | PPLN01    | 24692162179100932084829 | Palm Sp Desert Sun 888-426-0491 IN  | \$14.99  |
| 06/29                               | 06/29     | PPLN01    | 24692162180100778632639 | EXPEDIA 72335317192620 EXPEDIA.COM WA   | \$40.00  |
| 06/28                               | 06/30     | PPLN01    | 24692162180100263868987 | SOUTHWES 5262136393984 800-435-9792 TX<br>MARSHALL/BEVERLI<br>080922<br>PSP LAS WN V<br>RNO WN V<br>LAS WN N<br>PSP WN N                              | \$386.96 |
| 06/28                               | 06/30     | PPLN01    | 24943002180750009177559 | HYATT RESORT @ SQUAW CRK 5304127034 CA  | \$357.90 |

| Cardholder Account Summary         |           |                                       |  |                                   |                            |
|------------------------------------|-----------|---------------------------------------|--|-----------------------------------|----------------------------|
| HEBERTO MORENO<br>#### #### ##6026 |           | Payments & Other<br>Credits<br>\$0.00 | Purchases & Other<br>Charges<br>\$124.65 | Cash Advances<br>\$0.00           | Total Activity<br>\$124.65 |
| Cardholder Account Detail          |           |                                       |  |                                   |                            |
| Trans Date                         | Post Date | Plan Name                             | Reference Number                         | Description                       | Amount                     |
| 06/03                              | 06/05     | PPLN01                                | 24231682155091028149217                  | HARBOR FREIGHT TOOLS 411 INDIO CA | \$43.44                    |
| 06/03                              | 06/05     | PPLN01                                | 24943012155010180328939                  | THE HOME DEPOT #6874 INDIO CA     | \$78.22                    |
| 06/14                              | 06/15     | PPLN01                                | 24692162165100790607725                  | APPLE.COM/BILL 866-712-7753 CA    | \$2.99                     |

| Cardholder Account Summary        |           |                                       |  |   |                              |
|-----------------------------------|-----------|---------------------------------------|--|---|------------------------------|
| TINO TIJERINA<br>#### #### ##6034 |           | Payments & Other<br>Credits<br>\$0.00 | Purchases & Other<br>Charges<br>\$1,524.56 | Cash Advances<br>\$0.00                 | Total Activity<br>\$1,524.56 |
| Cardholder Account Detail         |           |                                       |  |   |                              |
| Trans Date                        | Post Date | Plan Name                             | Reference Number                           | Description                             | Amount                       |
| 06/02                             | 06/03     | PPLN01                                | 24717052153181531534244                    | CASTANEDAS MEXICAN FOOD INDIO CA        | \$132.37                     |
| 06/03                             | 06/05     | PPLN01                                | 24269792155500870854999                    | KSC & SON CORPORATION - G INDIO CA      | \$15.00                      |
| 06/03                             | 06/05     | PPLN01                                | 24269792155500870855079                    | KSC & SON CORPORATION - G INDIO CA      | \$15.00                      |
| 06/03                             | 06/05     | PPLN01                                | 24269792155500870855152                    | KSC & SON CORPORATION - G INDIO CA      | \$15.00                      |
| 06/03                             | 06/05     | PPLN01                                | 24269792155500870855236                    | KSC & SON CORPORATION - G INDIO CA      | \$15.00                      |
| 06/03                             | 06/05     | PPLN01                                | 24269792155500870855319                    | KSC & SON CORPORATION - G INDIO CA      | \$15.00                      |
| 06/09                             | 06/10     | PPLN01                                | 24692162160100606075948                    | AMZN Mktp US*G70017Z83 Amzn.com/bill WA | \$28.26                      |
| 06/10                             | 06/12     | PPLN01                                | 24269792162500891136047                    | KSC & SON CORPORATION - G INDIO CA      | \$15.00                      |
| 06/13                             | 06/15     | PPLN01                                | 24692162165100571730902                    | INDIO COOLING & HEATIN INDIO CA         | \$10.88                      |
| 06/14                             | 06/15     | PPLN01                                | 24435652165839169838302                    | FERGUSON ENT HVA 568 844-872-3857 CA    | \$8.98                       |
| 06/14                             | 06/15     | PPLN01                                | 24435652165839169838112                    | FERGUSON ENT HVA 568 844-872-3857 CA    | \$261.90                     |
| 06/14                             | 06/16     | PPLN01                                | 24943012166010186053736                    | THE HOME DEPOT #6874 INDIO CA           | \$28.82                      |
| 06/14                             | 06/16     | PPLN01                                | 24687202166030020905542                    | YELLOW MART STORES INDIO CA             | \$220.74                     |
| 06/16                             | 06/17     | PPLN01                                | 24055232168206538400064                    | BENLO RV II INDIO CA                    | \$32.57                      |
| 06/17                             | 06/19     | PPLN01                                | 24943012169010185431948                    | THE HOME DEPOT #6874 INDIO CA           | \$550.12                     |
| 06/24                             | 06/26     | PPLN01                                | 24269792176500868327508                    | KSC & SON CORPORATION - G INDIO CA      | \$19.99                      |
| 06/24                             | 06/26     | PPLN01                                | 24269792176500868327680                    | KSC & SON CORPORATION - G INDIO CA      | \$19.99                      |
| 06/24                             | 06/26     | PPLN01                                | 24269792176500868327763                    | KSC & SON CORPORATION - G INDIO CA      | \$19.99                      |
| 06/24                             | 06/26     | PPLN01                                | 24269792176500868327847                    | KSC & SON CORPORATION - G INDIO CA      | \$19.99                      |
| 06/24                             | 06/26     | PPLN01                                | 24269792176500868327920                    | KSC & SON CORPORATION - G INDIO CA      | \$19.99                      |
| 06/24                             | 06/26     | PPLN01                                | 24269792176500868328001                    | KSC & SON CORPORATION - G INDIO CA      | \$19.99                      |
| 06/24                             | 06/26     | PPLN01                                | 24269792176500868328183                    | KSC & SON CORPORATION - G INDIO CA      | \$19.99                      |
| 06/25                             | 06/27     | PPLN01                                | 24269792177500572812356                    | KSC & SON CORPORATION - G INDIO CA      | \$19.99                      |

**Cardholder Account Summary**

|  |   |  |                                |                                   |
|--|---|--|--------------------------------|-----------------------------------|
| <b>EDUARDO LUNA</b><br>#### #### #### 9557 | <b>Payments &amp; Other Credits</b><br>\$0.00 | <b>Purchases &amp; Other Charges</b><br>\$353.19 | <b>Cash Advances</b><br>\$0.00 | <b>Total Activity</b><br>\$353.19 |
|--|---|--|--------------------------------|-----------------------------------|

**Cardholder Account Detail**

| Trans Date | Post Date | Plan Name | Reference Number        | Description                             | Amount   |
|------------|-----------|-----------|-------------------------|---|----------|
| 06/24      | 06/26     | PPLN01    | 24801972176200863300013 | BECK OIL INC LEE ESCHER COACHELLA CA    | \$133.69 |
| 06/24      | 06/26     | PPLN01    | 74198812177225710311874 | PAYPAL *FOZMULALTD 35314369001          | \$85.24  |
| 06/24      | 06/26     | PPLN01    | 74198812177225710311874 | INTERNATIONAL TRANS FEE                 | \$1.70   |
| 06/27      | 06/28     | PPLN01    | 24231682179837000012084 | SMART AND FINAL 718 COACHELLA CA        | \$111.28 |
| 06/27      | 06/29     | PPLN01    | 24013392179003053643552 | ARCTIC GLACIER USA INC WEST SAINT PA MN | \$21.28  |

**Cardholder Account Summary**

|   |   |  |                                |                                   |
|---|---|--|--------------------------------|-----------------------------------|
| <b>BRANDEN RODRIGUEZ</b><br>#### #### #### 9565 | <b>Payments &amp; Other Credits</b><br>\$0.00 | <b>Purchases &amp; Other Charges</b><br>\$545.53 | <b>Cash Advances</b><br>\$0.00 | <b>Total Activity</b><br>\$545.53 |
|---|---|--|--------------------------------|-----------------------------------|

**Cardholder Account Detail**

| Trans Date | Post Date | Plan Name | Reference Number        | Description                   | Amount   |
|------------|-----------|-----------|-------------------------|-------------------------------|----------|
| 06/10      | 06/12     | PPLN01    | 24164072162105005063112 | STAPLES 00113241 LA QUINTA CA | \$545.53 |

**Cardholder Account Summary**

|   |   |  |                                |                                     |
|---|---|--|--------------------------------|-------------------------------------|
| <b>HOLLY GOULD</b><br>#### #### #### 7260 | <b>Payments &amp; Other Credits</b><br>\$0.00 | <b>Purchases &amp; Other Charges</b><br>\$3,990.02 | <b>Cash Advances</b><br>\$0.00 | <b>Total Activity</b><br>\$3,990.02 |
|---|---|--|--------------------------------|-------------------------------------|

**Cardholder Account Detail**

| Trans Date | Post Date | Plan Name | Reference Number        | Description                                   | Amount   |
|------------|-----------|-----------|-------------------------|---|----------|
| 06/01      | 06/02     | PPLN01    | 24692162152100133134093 | AMZN Mktp US*1X7S77X40 Amzn.com/bill WA       | \$391.00 |
| 06/02      | 06/03     | PPLN01    | 24492162153000039523053 | GCVCC WWW.GCVCC.ORG CA                        | \$30.00  |
| 06/07      | 06/08     | PPLN01    | 24492152158852930682107 | LIEBERTCASS 310-981-2000 CA                   | \$75.00  |
| 06/08      | 06/09     | PPLN01    | 24492152159852985981536 | PAYPAL *CALPELRA 402-935-7733 CA              | \$380.00 |
| 06/08      | 06/09     | PPLN01    | 24492152159852986051297 | PAYPAL *CALPELRA 402-935-7733 CA              | \$745.00 |
| 06/08      | 06/09     | PPLN01    | 24492152159852983042703 | PAYPAL *CALPELRA 402-935-7733 CA              | \$380.00 |
| 06/08      | 06/09     | PPLN01    | 24492152159852985163663 | PAYPAL *CALPELRA 402-935-7733 CA              | \$25.00  |
| 06/08      | 06/09     | PPLN01    | 24492152159852983600062 | PAYPAL *CALPELRA 402-935-7733 CA              | \$380.00 |
| 06/11      | 06/12     | PPLN01    | 24492152162713242602569 | ZAZZLE INC 888-892-9953 CA                    | \$47.37  |
| 06/11      | 06/12     | PPLN01    | 24692162162100828276348 | AMZN Mktp US*OU8LN49U3 Amzn.com/bill WA       | \$112.96 |
| 06/13      | 06/14     | PPLN01    | 24445002165400441407683 | WM SUPERCENTER #2181 INDIO CA                 | \$51.27  |
| 06/15      | 06/15     | PPLN01    | 24692162166100236973425 | Amazon.com*WV76A6ZT3 Amzn.com/bill WA         | \$38.05  |
| 06/14      | 06/15     | PPLN01    | 24431062166207045200052 | TRI-STATE SEMINAR 602-332-3174 CA             | \$99.00  |
| 06/14      | 06/15     | PPLN01    | 24116412166400635006406 | FD *CA DMV VFC clover.com CA                  | \$1.00   |
| 06/14      | 06/15     | PPLN01    | 24116412166400015006406 | FD *CA DMV VFC *SVC clover.com CA             | \$0.03   |
| 06/16      | 06/17     | PPLN01    | 24692162167100146613912 | AMZN Mktp US*198CS1V10 Amzn.com/bill WA       | \$47.74  |
| 06/20      | 06/20     | PPLN01    | 24692162171100386697074 | AMZN Mktp US*C66VR7493 Amzn.com/bill WA       | \$249.30 |
| 06/24      | 06/26     | PPLN01    | 24137462176001622603847 | CVS/PHARMACY #02050 INDIO CA                  | \$779.75 |
| 06/28      | 06/29     | PPLN01    | 24226382180091006843297 | WAL-MART #2181 INDIO CA                       | \$140.01 |
| 06/28      | 06/29     | PPLN01    | 24431062179083730533288 | AMZN MKTP US*GW2L96663 AM<br>AMZN.COM/BILL WA | \$17.54  |

| Cardholder Account Summary       |           |                                       |  |  |                              |
|----------------------------------|-----------|---------------------------------------|--|--|------------------------------|
| ANNA BELL<br>#### #### #### 7278 |           | Payments & Other<br>Credits<br>\$0.00 | Purchases & Other<br>Charges<br>\$2,209.49 | Cash Advances<br>\$0.00                      | Total Activity<br>\$2,209.49 |
| Cardholder Account Detail        |           |                                       |  |  |                              |
| Trans Date                       | Post Date | Plan Name                             | Reference Number                           | Description                                  | Amount                       |
| 06/14                            | 06/16     | PPLN01                                | 24707802166030044994566                    | DIAMOND ENVIRONMENTAL SER<br>760-744-7191 CA | \$246.43                     |
| 06/15                            | 06/16     | PPLN01                                | 24275392166900018411272                    | UGSI CHEMICAL FEED, INC 856-8962160 NJ       | \$1,488.06                   |
| 06/28                            | 06/29     | PPLN01                                | 24492152179852965792834                    | LIEBERTCASS 310-981-2000 CA                  | \$475.00                     |

| Cardholder Account Summary          |           |  |  |   |                              |
|-------------------------------------|-----------|--|--|---|------------------------------|
| JIMMY GARCIA<br>#### #### #### 7450 |           | Payments & Other<br>Credits<br>\$129.41- | Purchases & Other<br>Charges<br>\$1,276.02 | Cash Advances<br>\$0.00                             | Total Activity<br>\$1,146.61 |
| Cardholder Account Detail           |           |  |  |   |                              |
| Trans Date                          | Post Date | Plan Name                                | Reference Number                           | Description   | Amount                       |
| 06/08                               | 06/10     | PPLN01                                   | 24692162160100669083292                    | THE HOME DEPOT 6874 INDIO CA                        | \$247.62                     |
| 06/08                               | 06/10     | PPLN01                                   | 24801972161400701000075                    | GLORIA'S COCINA MEXICANA ONTARIO CA                 | \$52.68                      |
| 06/09                               | 06/12     | PPLN01                                   | 24692162161100734548351                    | THE HOME DEPOT 6874 INDIO CA                        | \$223.50                     |
| 06/15                               | 06/16     | PPLN01                                   | 24431062167091456000063                    | ACE HARDWARE COACHELLA COACHELLA<br>CA              | \$142.34                     |
| 06/15                               | 06/16     | PPLN01                                   | 24231682167837000069948                    | SMART AND FINAL 718 COACHELLA CA                    | \$169.31                     |
| 06/16                               | 06/19     | PPLN01                                   | 24943012168010185294222                    | THE HOME DEPOT #6874 INDIO CA                       | \$8.00                       |
| 06/23                               | 06/26     | PPLN01                                   | 24943012175010185358812                    | THE HOME DEPOT #6874 INDIO CA                       | \$247.49                     |
| 06/27                               | 06/29     | PPLN01                                   | 24943012179010181659391                    | THE HOME DEPOT #6874 INDIO CA                       | \$169.12                     |
| 06/27                               | 06/29     | PPLN01                                   | 24013392179003052051195                    | ARCTIC GLACIER USA INC WEST SAINT PA<br>MN          | \$15.96                      |
| 06/28                               | 06/30     |  | 74943012180010185129419                    | CREDIT VOUCHER<br>THE HOME DEPOT #6630 LA QUINTA CA | \$129.41-                    |

| Cardholder Account Summary            |           |                                       |  |   |                              |
|---------------------------------------|-----------|---------------------------------------|--|---|------------------------------|
| DANIEL A MILLS<br>#### #### #### 8110 |           | Payments & Other<br>Credits<br>\$0.00 | Purchases & Other<br>Charges<br>\$1,650.00 | Cash Advances<br>\$0.00                 | Total Activity<br>\$1,650.00 |
| Cardholder Account Detail             |           |                                       |  |   |                              |
| Trans Date                            | Post Date | Plan Name                             | Reference Number                           | Description                             | Amount                       |
| 06/02                                 | 06/05     | PPLN01                                | 24692162154100645394183                    | THE HOME DEPOT 6874 INDIO CA            | \$907.64                     |
| 06/07                                 | 06/09     | PPLN01                                | 24943012159010185611095                    | THE HOME DEPOT #6874 INDIO CA           | \$24.69                      |
| 06/08                                 | 06/10     | PPLN01                                | 24692162160100669083185                    | THE HOME DEPOT 6874 INDIO CA            | \$216.41                     |
| 06/15                                 | 06/16     | PPLN01                                | 24692162166100409032942                    | AMZN Mktg US*TZ8HC38D3 Amzn.com/bill WA | \$199.03                     |
| 06/22                                 | 06/24     | PPLN01                                | 24269792174500673608391                    | KSC & SON CORPORATION - G INDIO CA      | \$10.00                      |
| 06/27                                 | 06/29     | PPLN01                                | 24943012179010181660340                    | THE HOME DEPOT #6874 INDIO CA           | \$292.23                     |

| Cardholder Account Summary          |           |  |  |  |                              |
|-------------------------------------|-----------|--|--|--|------------------------------|
| DAVE COMMONS<br>#### #### #### 7327 |           | Payments & Other<br>Credits<br>\$0.01- | Purchases & Other<br>Charges<br>\$1,712.21 | Cash Advances<br>\$0.00  | Total Activity<br>\$1,712.20 |
| Cardholder Account Detail           |           |  |  |  |                              |
| Trans Date                          | Post Date | Plan Name                              | Reference Number                           | Description  | Amount                       |
| 06/01                               | 06/02     | PPLN01                                 | 24431062153083753221258                    | AMAZON.COM*1X6S71XC0 AMZN<br>AMZN.COM/BILL WA  | \$179.56                     |
| 06/03                               | 06/05     | PPLN01                                 | 24204292154000232246729                    | Adobe Inc 800-8336687 CA   | \$14.99                      |
| 06/10                               | 06/12     | PPLN01                                 | 24692162162100446517263                    | SOUTHWES 5262129420411 800-435-9792<br>TX<br>MILLS/JAMES SCOTT<br>062122<br>ONT / SMF WN E<br>SMF / ONT WN E | \$227.97                     |
| 06/10                               | 06/12     | PPLN01                                 | 24692162162100446517271                    | SOUTHWES 5262129420412 800-435-9792<br>TX<br>COMMONS/DAVE NORMAN<br>062122<br>ONT SMF WN E<br>ONT WN E       | \$227.97                     |
| 06/11                               | 06/12     | PPLN01                                 | 24692162162100315829732                    | COURTYARD BY MARRIOTT FAIRFIELD CA   | \$187.21                     |
| 06/11                               | 06/12     | PPLN01                                 | 24692162162100315829740                    | COURTYARD BY MARRIOTT FAIRFIELD CA   | \$                           |

**Cardholder Account Detail Continued**

| Trans Date | Post Date | Plan Name | Reference Number        | Description  | Amount   |
|------------|-----------|-----------|-------------------------|--|----------|
| 06/12      | 06/12     | PPLN01    | 24692162163100886946062 | AMZN Mktp US*7L9U19Q43 Amzn.com/bill WA              | \$23.91  |
| 06/11      | 06/12     | PPLN01    | 24692162162100928557175 | AWWA.ORG 303-347-6197 CO                             | \$93.50  |
| 06/20      | 06/21     | PPLN01    | 24431062172206541900118 | CA-NV SECTION, AWWA 909-481-7200 CA                  | \$250.00 |
| 06/21      | 06/23     | PPLN01    | 24999892173900012467598 | KINDER'S FAIRFIELD FAIRFIELD CA                      | \$18.37  |
| 06/22      | 06/24     | PPLN01    | 24941352174613591909368 | THRIFTY #0082816 SACRAMENTO CA                       | \$202.97 |
| 06/22      | 06/24     | PPLN01    | 24323032174006003181427 | ONT AIRPT PRKING LOT 3 ONTARIO CA                    | \$32.00  |
| 06/23      | 06/24     |           | 74692162175100528015947 | CREDIT VOUCHER<br>COURTYARD BY MARRIOTT FAIRFIELD CA | \$0.01-  |
| 06/24      | 06/26     | PPLN01    | 24186162176400167000292 | BURGER KING #4829 FAIRFIELD CA                       | \$12.12  |
| 06/27      | 06/28     | PPLN01    | 24692162178100584663855 | SQ *TKB BAKERY & DELI gosq.com CA                    | \$18.55  |
| 06/28      | 06/29     | PPLN01    | 24692162179100072370350 | AMZN Mktp US*Q96ZZ7B03 Amzn.com/bill WA              | \$35.88  |

**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 07/10/22 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$22132.00

**Finance Charge Summary / Plan Level Information**

| Plan Name        | Plan Description | FCM <sup>1</sup> | Average Daily Balance | Periodic Rate * | Corresponding APR | Finance Charges | Effective APR Fees ** | Effective APR | Ending Balance |
|------------------|------------------|------------------|-----------------------|-----------------|-------------------|-----------------|-----------------------|---------------|----------------|
| <b>Purchases</b> |                  |                  |                       |                 |                   |                 |                       |               |                |
| PPLN01<br>001    | PURCHASE         | E                | \$0.00                | 0.06024%(D)     | 21.9900%          | \$0.00          | \$0.00                | 0.0000%       | \$22,132.00    |
| <b>Cash</b>      |                  |                  |                       |                 |                   |                 |                       |               |                |
| CPLN01<br>001    | CASH             | A                | \$0.00                | 0.06572%(D)     | 23.9900%          | \$0.00          | \$0.00                | 0.0000%       | \$0.00         |

\* Periodic Rate (M)=Monthly (D)=Daily  
 \*\* includes cash advance and foreign currency fees  
 Days In Billing Cycle: 30  
 APR = Annual Percentage Rate  
<sup>1</sup> FCM = Finance Charge Method  
 (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.



**Valley Sanitary District  
Board of Directors Meeting  
July 26, 2022**

**TO:** Board of Directors

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

**THROUGH:** Jeanette Juarez, Chief Administrative Officer

**SUBJECT: Adopt Resolution No. 2022-1167 Determining Certain Amounts to Be Delinquent and Directing the Placement of These Accounts on The County Property Tax Roll for Collection**

|  |   |   |
|--|---|---|
| <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 request that the Board of Directors adopt Resolution No. 2022-1167 determining certain amounts to be delinquent and directing the placement of these accounts on the county property tax roll for collection.

**Strategic Plan Compliance**

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

**Fiscal Impact**

If approved at the July 26, 2022 meeting of the Board of Directors, the collectability of the \$4,580.55 placed on the tax rolls will be secured.

**Background**

Each year staff reviews the outstanding invoices of all properties that have not paid their invoices for the various fees. Action to collect debts through the tax roll process is a cost effective and efficient method of debt collection and will result in a positive impact on revenue as it will ensure collection of delinquent amounts.

Pursuant to Government Code Section 6520.11, the Board of Directors set a public hearing date and notice was sent to each specific property and posted on the District website. In June, staff mailed notices to all delinquent accounts advising them that unless the payment was received by July 31, 2022, the delinquent amount would be placed on the property tax rolls for collection.

At the close of the Public Hearing, the Board of Directors will be asked to adopt Resolution No. 2022-1167, allowing the delinquent invoices to be placed on the property tax roll for collection.

**Recommendation**

It is recommended that, upon closing of the public hearing, the Board of Directors, by roll call vote, adopt Resolution No. 2022-1167 determining the amounts to be delinquent and directing the placement of these accounts on the county property tax roll for collection.

**Attachments**

Attachment A: Resolution No. 2022-1167

Attachment B: Schedule of Outstanding Miscellaneous Billings



**RESOLUTION NO. 2022-1167**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT DETERMINING CERTAIN ACCOUNTS TO BE DELINQUENT AND DIRECTING THE PLACEMENT OF THESE ACCOUNTS ON THE COUNTY PROPERTY TAX ROLL FOR COLLECTION**

**WHEREAS**, the Board of Directors of Valley Sanitary District has determined that the collection of delinquent fees is essential to maintaining the health and safety of the community at large; and

**WHEREAS**, pursuant to Section 6520.10 of the California Health and Safety Code authorizes the District to collect delinquent charges for services bills through the placement of a special assessment to be collected with county taxes; and

**WHEREAS**, pursuant to Section 6520.11 of the California Health and Safety Code all property owners have been notified of the delinquent account and the public hearing has been noticed and held on July 26, 2022 and heard all protests thereto, and found that said accounts were delinquent and should be placed on the tax roll to be collected as special assessments; and

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

Section 1: The unpaid fees and charges for collection of sewer service charges during July 1, 2021 to June 30, 2022, and prior service periods, as set forth in the Report, are hereby confirmed. The total amount of unpaid fees and charges confirmed herein shall constitute a lien against each respective parcel of land as it appears on the assessment roll for 2022/2023.

Section 2: The District Secretary shall immediately forward and file a certified copy of this Resolution, along with a copy of the confirmed Report, to the County Tax Collector with the request that the County Auditor add the total amount of unpaid fees and charges for each parcel to the property tax roll for 2022/2023, and the amount of such charges shall be collected along with the general property taxes for the fiscal year.

**PASSED, APPROVED, and ADOPTED** this 26 day of July, 2022, by the following roll call vote:

AYES:  
NAYES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Scott Sear, President

ATTEST:

\_\_\_\_\_  
Dennis Coleman, Secretary/Treasurer

**Valley Sanitary District**  
**Schedule of Outstanding Miscellaneous Billings**  
**As of July 19, 2022**

| <b>Invoice #</b> | <b>Year</b> | <b>Billed To</b>     | <b>Description</b>                     | <b>Date</b> | <b>Amount</b>      | <b>Admin Fee</b> | <b>Total Del.</b>  | <b>APN</b>  |
|------------------|-------------|----------------------|--|-------------|--------------------|------------------|--------------------|-------------|
| 6170             | 21-22       | Anthony Bojorquez    | Annual sewer fee - 7/21-6/22           | 02/28/22    | \$ 342.72          | \$ 25.00         | \$ 367.72          | 692-440-060 |
| 6174             | 21-22       | Alejandro Cardenas   | Prorated sewer fee - 09/21-06/22       | 03/17/22    | \$ 285.60          | \$ 25.00         | \$ 310.60          | 614-594-011 |
| 6172             | 21-22       | Michael Dougherty    | Annual sewer fee - 7/21-6/22           | 02/28/22    | \$ 342.72          | \$ 25.00         | \$ 367.72          | 692-440-059 |
| 6178             | 21-22       | Thang Cao            | Prorated sewer fee - 11/21-06/22       | 03/23/22    | \$ 809.44          | \$ 25.00         | \$ 834.44          | 606-380-036 |
| 6183             | 21-22       | Sage Las Palmas, LLC | Prorated sewer fee - 08/01-06/22       | 03/24/22    | \$ 1,829.51        | \$ 25.00         | \$ 1,854.51        | 616-050-010 |
| 6161             | 21-22       | Carlos Salinas       | Annual sewer fee - 7/21-6/22           | 03/16/22    | \$ 409.36          | \$ 25.00         | \$ 434.36          | 692-430-053 |
| 6177             | 21-22       | SD Nail and Spa      | Prorated sewer fee - 11/21-06/22       | 03/16/22    | \$ 132.72          | \$ 25.00         | \$ 157.72          | 610-101-025 |
| 6169             | 21-22       | Michael Vasquez      | Bal due - Annual sewer fee - 7/21-6/22 | 02/28/22    | \$ 228.48          | \$ 25.00         | \$ 253.48          | 692-440-061 |
|                  |             | <b>Total Due</b>     |  |             | <b>\$ 4,380.55</b> | <b>\$ 200.00</b> | <b>\$ 4,580.55</b> |             |



**Valley Sanitary District  
Board of Directors Meeting  
July 26, 2022**

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

**SUBJECT: Introduction and Presentation by Townsend Public Affairs**

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Board Action                 | <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 for the Board to meet Eric O’Donnell from Townsend Public Affairs and hear their presentation on legislative advocacy.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 6.5: Improve State Legislative Advocacy.

**Fiscal Impact**

There is no cost from this discussion.

**Background**

At its meeting on June 28, 2022, the Board of Directors approved a contract with Townsend Public Affairs to provide stage legislative advocacy services and requested an opportunity to meet with the representative from Townsend to discuss next steps and develop a plan to address VSD’s needs and key issues.

**Recommendation**

Staff recommends that the Board listen to the presentation and provide direction on key issues.

**Attachments**

None



**Valley Sanitary District  
Board of Directors Meeting  
July 26, 2022**

TO: Honorable Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Chief Administrative Officer

**SUBJECT: Increase the General Manager’s Authority to Pay Invoices in the Amount of \$8,200 from BB&K for Necessary Legal Services over the Previously Authorized Amount for 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 to discuss the need to increase the General Manager’s authority to pay for additional legal for Fiscal Year 2021-22.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 6.6: Improve Governance.

**Fiscal Impact**

The fiscal impact of this report is \$8,200. There are sufficient budgeted funds to in Fiscal Year 2021-22 to cover this expense.

**Background**

The original authorized amount for legal services with BB&K for Fiscal Year 2021-22 was \$50,625. Due to unanticipated events, which included contract reviews, risk of litigation, review of boiler plate documents, and contract disputes, the District experienced higher incurred costs for the year. The additional services resulted in a cost overage of \$8,200. Increasing the General Manager’s authority will allow the District to pay pending invoices through June 30, 2022.

**Recommendation**

Staff recommends that the Board of Directors increase the General Manager’s authority to pay invoices in the amount of \$8,200 from BB&K for necessary legal services over the previously authorized amount for fiscal year 2021-22.

**Attachments**

None



**Valley Sanitary District  
Board of Directors Meeting  
July 26, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

**SUBJECT: Authorize the General Manager to Execute Task Order No. 22-01 to Dudek to Provide Design and Construction Management on Phase 2 of the Activated Sludge Plant Watermain Replacement Project In an Amount Not to Exceed \$64,625**

|  |   |  |
|--|---|--|
| <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 Dudek for Phase 2 of the Activated Sludge Plant (ASP) watermain replacement project.

**Strategic Plan Compliance**

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

**Fiscal Impact**

The total cost of this proposal is \$64,625. The CIP design and construction budget for this project is \$350,000. This project is included in the FY 2022-23 Capital Improvement Budget.

**Background**

At the July 12, 2022, Board meeting, the Board approved the pay application for Van Dyck for Phase 1 of the ASP Watermain Replacement project. Dudek prepared the design for that project as well as provided construction management during construction, which was a success. Phase 2 includes replacement of 4-inch and 2-inch watermains within the aeration basins that are deteriorated and at the end of their useful life.

Most of these watermains were installed at the time of construction of the activated sludge plant in the early 1970's. This second phase will be more challenging due to a portion of the watermains existing within the aeration basins. Construction work will need to be synchronized with taking the basins out of use while construction occurs.

Dudek recently was awarded an Engineering Services Contract by the Board through the Request for Proposals (RFP) process. Since Dudek was the successful designer and construction management team on Phase 1 of this project, the knowledge and information gained during Phase1 will enable them to efficiently deploy for Phase 2.

**Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to execute Task Order No. 22-01 with Dudek to provide design and construction management on Phase 2 of the Activated Sludge Plant Watermain Replacement Project in an amount not to exceed \$64,625.

**Attachments**

Attachment A: Dudek proposal dated July 19, 2022.

July 19<sup>th</sup>, 2022

Mr. Ron Buchwald, PE  
Valley Sanitary District  
45500 Van Buren Street  
Indio, CA 92201

**Subject: Valley Sanitary District Water Reclamation Facility Plant Water Piping Additional Work Proposal**

Dear Mr. Ron Buchwald:

Thank you for the opportunity to present our proposal to design the remainder of the connections and miscellaneous piping required to complete the aeration basin phase of the plant water piping project. We understand that the remainder of the piping to be replaced is within difficult areas to access, such as underneath grating, or within the aeration basins. The following proposal includes our understanding of the project, scope of work, and estimated level of effort.

## 1 Project Location and Description

Similar to the recently completed Plant Water Pipeline Replacement, this project is located within Valley Sanitation District's (VSD or District) Water Reclamation Facility (WRF). The WRF is responsible for treating approximately 9.5 million gallons per day (MGD) of wastewater through one of two individual treatment processes: activated sludge or oxidation ponds. The Plant Water Pipeline Replacement Project replaced the existing main plant water 6"/8" welded steel pipe with a 6" ductile iron pipe with standard fittings. This purpose of this project would be to upgrade the additional piping which connects the 6" header to the aeration basin foam sprinklers and wash down hose bibs. The piping is comprised of galvanized steel as well as PVC and is mostly original to its installation in 1972. A predesign site walk has been completed by Dudek staff and our general understanding of the piping to be replaced is as follows:

- North Lateral – which branches off into 2" and 4" lines
- Center Lateral – which branches off into 2" and 4" lines
- South Lateral – which branches off into 2" and 4" lines

Pipelines will be replaced with UV resistant SCH 80 PVC where installed below concrete catwalks and grating and replaced with galvanized and painted steel waterlines where directly exposed to the sun. New spray nozzles will be installed in similar quantities and locations as the existing nozzles. Several valves will also be replaced as part of this project. Valves on 4" lines will be standardized to gate valves and valves on 2" lines will be standardized to stainless steel ball valves. It is understood that the piping is supported using unistruts and C-clamps. Dudek assumes ¼ of the Unistrut supports will need to be replaced whereas all of the C-clamps will need to be replaced. Coordination with the District Operation's staff will be required to develop a construction phasing plan. There are four (4) aeration basins that are all currently online, and it is understood that two (2) basins can be taken offline at a time to complete demolition and construction.

The below photos display two piping segments that will be included in this project.



Figure 1: Piping to be Replaced as part of this Project

## 2 Scope of Services

### TASK 1 PROJECT ADMINISTRATION/MANAGEMENT

Project administration includes the project kick-off meeting and three (3) virtual project design review meetings. A site walk has been completed in which a thorough understating of the District’s expectations for the project was obtained. Additional project development can take place during the project kick off meeting. Project management and administration includes preparation and maintenance of the project schedule and related monthly progress reporting and invoicing.

*Cost for Task 1.....\$5,270.00*

### TASK 2 PREPARATION OF CONSTRUCTION PLANS, SPECIFICATIONS, AND ESTIMATE

Dudek will prepare a complete set of Contract Documents (Construction Drawings and Specifications) for construction of the proposed pipelines using the District’s standard format. The proposed work effort will consist of the installation of new connection piping and demolition of the existing piping segments. The completed Plant Water Pipeline Replacement drawings will be used as a basis for this proposed design. Construction documents will be prepared as part of a single design submittal to be reviewed by the District.



Proposed submittals are summarized below:

1. **60% Submittal.** Plans for this submittal shall include the plan view layout of new connection piping and any new valve locations. Technical specifications related to the proposed work effort will be included.  
**Submittal: Electronic.**
2. **100% Submittal.** Plans for this submittal shall include complete plan and profile design of new waterlines, demolition locations, valve installation and connection details. All construction drawings and specifications shall be included.  
**Submittal: Electronic.**
3. **Final Contract Documents.** After the District completes a review of the 100% submittal, Dudek will prepare Final Contract Documents. The Final Contract Documents shall incorporate all District comments from the 100% Review (or an explanation of why the comment was dismissed). The Final Contract Documents shall be stamped and signed by the engineer of record.  
**Submittal: Electronic. Hard copies may be provided upon request.**  
*\*A complete set of native electronic files will be provided upon request.*

*Cost for Task 2.....\$23,400.00*

### **TASK 3 ENGINEERING SERVICES DURING BIDDING AND CONSTRUCTION**

#### Public Bid Assistance

Dudek will post the project on public bid forums such as PlanetBids and EBidBoard requesting public bids from qualified contractors. Dudek will be responsible for answering questions related to the project as well as ensuring the project reaches a wide volume of potential contractors. If the District has a preferred contractor’s list or public bid platform, it will be used for this task.

#### Compiling Bid Packages

Dudek will evaluate bids from responsive contractors to ensure the bid packages meet requirements for documentation and contractor qualifications as outlined in the bid documents. The bids will be compiled into a single pdf with an attached bid summary sheet which includes the Engineer’s estimate and bid items for each of the contractor’s bids in order from low bidder to high bidder in a single excel workbook.

#### Development of Addendums

Any potential addendums that arise from contractor inquiry’s will be reviewed and responded to during the bid process. Addendums will be formally issued to each potential bidder and acknowledgement of each addendum will be required as part of each submitted bid package.

#### RFI Review

It is assumed that there will be requests for information (RFI’s) during the construction phase of this project. Although difficult to predict the volume or nature of the requests, Dudek will be responsible for clarifying all contractor RFI’s for the duration of this project. Dudek’s standard template will be used to ensure there is a paper trail of any RFI and their successive responses.

#### Submittal Review

Per the contract documents, submittals are required for various project materials such as valves, piping, supports, and coatings. Dudek will utilize our standard submittal response template and review the contractor submittals to ensure the project specifications have been met prior to fabrication and installation of materials. The submittal

response will be handled at the discretion of the District, should they prefer to be the point of contact with the contractor or carbon copied on communications.

*Cost for Task 3.....\$14,555.00*

**TASK 4 ONSITE INSPECTION AND CONSTRUCTION MANAGEMENT**

Dudek will provide an on-site engineer who will be present for the duration of construction, which is assumed to be four (3) weeks. The engineer will be responsible for overseeing construction and ensuring proper assembly of piping, valves, tie-ins to existing facilities, coatings of piping, and ensuring the contractor keeps a clean and safe construction site. In tandem with the onsite inspector Justin Scheidel will act as the in-office construction manager responsible for billing review, contractor oversight, and communication and coordination between the Contractor, the Inspector, and the District. The presented team has recently completed similar construction management projects together, and the construction manager has over 15-years of experience overseeing construction projects of this scale and greater.

*Cost for Task 4.....\$24,700.00*

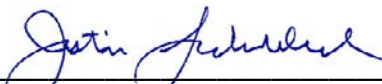
**TOTAL COST.....\$64,625.00**

### 3 Schedule

Dudek anticipates the project kick off meeting will be conducted within 4 weeks of notice to proceed, and submittal of 60% design plans will be prepared within 4 weeks of the kickoff meeting. Subsequent submittals will be made three weeks following receipt of review comments.

Please feel free to call or email me at 760-479-4102/jscheidel@dudek.com if you have questions regarding our proposal. We look forward to getting started.

Sincerely,



---

Justin Scheidel, PE  
Project Manager

Att.: Ron Buchwald, PE

# DUDEK

MAIN OFFICE  
 605 THIRD STREET  
 ENCINITAS, CALIFORNIA 92024  
 T 800.450.1818 F 760.632.0164

| Dudek Labor Hours and      |  |             |            |             |                  |               |                  |
|----------------------------|--|-------------|------------|-------------|------------------|---------------|------------------|
|                            |  | Project     | Project    | TOTAL       | DUDEK LABOR      | OTHER         | TOTAL            |
| Project Team Role:         |  | Manager     | Engineer   |             |                  |               |                  |
| Team Member:               |  | J. Scheidel | T. Dhanens | HOURS       | COSTS            | COSTS         |                  |
| Billable Rate :            |  | \$245       | \$165      |             |                  |               |                  |
| <b>Task 1</b>              | <b>Project Management</b>                            |             |            |             |                  |               |                  |
| 1.1                        | Project Meetings                                     | 4           | 4          | 8           | \$ 1,640         | \$ 200        | \$ 1,840         |
| 1.2                        | Project Management/Accounting                        | 4           |            | 4           | \$ 980           |               | \$ 980           |
|                            | <b>Subtotal Task 1</b>                               | <b>8</b>    | <b>4</b>   | <b>12</b>   | <b>\$ 5,070</b>  | <b>\$ 200</b> | <b>\$ 5,270</b>  |
| <b>Task 2</b>              | <b>Final Design PS&amp;E</b>                         |             |            |             |                  |               |                  |
| 2.1                        | Plans  | 4           | 80         | 84          | \$ 14,180        |               | \$ 14,180        |
| 2.2                        | Specifications                                       | 4           | 16         | 20          | \$ 3,620         |               | \$ 3,620         |
| 2.3                        | Engineers Opinion of Probable Construction Costs     | 4           | 8          | 12          | \$ 2,300         |               | \$ 2,300         |
|                            | <b>Subtotal Task 2</b>                               | <b>12</b>   | <b>104</b> | <b>116</b>  | <b>\$ 20,100</b> | <b>\$ -</b>   | <b>\$ 20,100</b> |
| <b>Task 3</b>              | <b>Engineering During Bidding and Construction</b>   |             |            |             |                  |               |                  |
| 3.1                        | Public Bid Assistance                                | 2           | 8          | 10          | \$ 1,810         |               | \$ 1,810         |
| 3.2                        | Compiling Bid Packages                               | 1           | 4          | 5           | \$ 905           |               | \$ 905           |
| 3.3                        | Bid Addendums  | 4           | 8          | 12          | \$ 2,300         |               | \$ 2,300         |
| 3.4                        | RFI Review and Response                              | 4           | 8          | 12          | \$ 2,300         |               | \$ 2,300         |
| 3.5                        | Submittal Review and Response                        | 8           | 32         | 40          | \$ 7,240         |               | \$ 7,240         |
|                            | <b>Subtotal Task 3</b>                               | <b>19</b>   | <b>60</b>  | <b>79</b>   | <b>\$ 14,555</b> | <b>\$ -</b>   | <b>\$ 14,555</b> |
| <b>Task 4</b>              | <b>Onsite Inspection and Construction Management</b> |             |            |             |                  |               |                  |
| 4.1                        | On Site Inspection and Construction Management       | 20          | 120        | 140         | \$ 24,700        |               | \$ 24,700        |
|                            | <b>Subtotal Task 4</b>                               | <b>20</b>   | <b>120</b> | <b>140</b>  | <b>\$ 24,700</b> | <b>\$ -</b>   | <b>\$ 24,700</b> |
| <b>Total Hours and Fee</b> |  | <b>59</b>   | <b>288</b> | <b>347</b>  | <b>\$ 64,425</b> | <b>\$ 200</b> | <b>\$ 64,625</b> |
| <b>Percent of Hours:</b>   |  | <b>17%</b>  | <b>83%</b> | <b>100%</b> |                  |               |                  |



**Valley Sanitary District  
Board of Directors Meeting  
July 26, 2022**

TO: Honorable Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Chief Administrative Officer

**SUBJECT: Request for Feedback and Direction Regarding the Valley Sanitary District Investment Policy**

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Board Action                 | <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 for the Board of Directors to provide feedback and direction regarding the Valley Sanitary District investment policy.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 6.3.1: Review 10% of policies annually and update as needed.

**Fiscal Impact**

There is no fiscal impact from this report.

**Background**

California Government Code Section 53646 requires that all public agencies adopt an investment policy and that the policy be reviewed and approved annually. On April 14, 2015, the District adopted Resolution No. 2015-1063 adopting the VSD Investment Policy and no amendments have been executed.

Local Agency Investment Guidelines highly recommend that the internal treasury staff conduct a review annually. According to the California Debt and Investment Advisory Commission (2020), “an update in the investment policy is warranted if treasury staff’s review results in a material change in policy due to either a change in statute or a change in the agency’s goals and objectives for safety, liquidity and yield” (P.14).

Discussing the policy now allows sufficient time for full Board examination, analysis, and recommendations before the policy is presented for approval in August.

**Recommendation**

Staff recommends that the Board of Directors provide feedback and direction regarding the Valley Sanitary District investment policy.

**Attachments**

Attachment A: Valley Sanitary District Investment Policy



## Investment Policy

### I. Purpose

The purpose of this investment policy (the “Policy”) is to provide guidelines for the prudent investment of the Valley Sanitary District's (the “District”) surplus monies not required for the immediate necessities of the District in accordance with federal, state, and other legal requirements, including applicable portions of California Government Code sections 53600 through 53686 and the District Resolution as adopted by the Board of Directors for the Valley Sanitary District (the “Board”).

The Board delegates the duty to annually prepare and submit a statement of the Policy and such policy changes deemed necessary to said Policy for their review and approval at a public meeting to the General Manager of the District who oversees the finances of the District. (California Government Code section 53646(a).)

### II. Scope

This Policy applies to the investment of all District funds, excluding CalPERS, OPEB Trusts, the investment of employees' deferred compensation funds invested pursuant to California Government Code section 53609, and bond proceeds invested pursuant to their bond documents. Except for cash in certain restricted and special funds, the District will consolidate cash balances for all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping of assets, and administration. Investment income will be allocated to the various funds based on their respective cash balances and in accordance with generally accepted accounting principles.

Proceeds of debt issuance shall be invested in accordance with the general investment philosophy of the District as set forth in this Policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

### III. General Objectives

As specified in California Government Code section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the District's investment program. Investments shall be undertaken in a manner that seeks to avoid

capital losses from financial institution default, broker-dealer default or the erosion of market value. The objective is to mitigate credit risk and interest rate risk.

- a) **Credit Risk.** The District will minimize credit risk, which is the risk of loss due to issuer default by doing the following:
    - i. Limiting investments to the types of securities listed in Section VII of this Policy.
    - ii. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the District will do business in accordance with Section V of this Policy.
    - iii. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
  - b) **Interest Rate Risk.** The District will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- 2. Liquidity:** Liquidity is the second most important objective of the District's investment program. The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating and capital requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrently with cash needs to meet anticipated demands.
- 3. Return on Investments** The investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

#### **IV. Standard of Care**

The District's investment program is a fiduciary responsibility, and shall be conducted using the following standards of care:

##### **1. Prudence**

The standard of prudence to be used by District investment officials shall be the "prudent investor standard" as required by California Government Code section 53600.3. The "prudent investor standard" requires investment officials investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, to act with care, skills, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity

would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

## **2. Ethics and Conflicts of Interest**

Investment officials and employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program, or which could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and investment officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District.

## **3. Delegation of Authority**

Authority to manage the investment program is derived from California Government Code section 53600, et seq. Management responsibility for the investment program is vested solely in the Board. California Government Code section 53607 allows the Board to delegate such responsibility to the Treasurer of the District. The Board and the Treasurer of the District hereby delegate the responsibility to the General Manager of the District and the Business Services Manager of the District, both of whom oversee the financial affairs of the District, to invest, reinvest, purchase, acquire, exchange and sell investments in accordance with the Policy herein.

The Board may also delegate day-to-day investment decision making and execution authority to an investment advisor. The advisor shall follow the Policy herein and such other written instructions as are provided.

## **V. Authorized Financial Institutions, Depositories, and Broker/Dealers**

### **1. For District Directed Investments**

The District shall select only financial institutions and depositories authorized to provide investment services to the District who are licensed and are in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations. In addition, the District will select security broker/dealers based on their creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least 5 years of operation), and may select Primary Dealers, as designated by the Federal Reserve, or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:



- a) Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
- b) Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties).
- c) Proof of state registration.
- d) Completed broker/dealer questionnaire provided by the District (not applicable to Certificate of Deposit issues).
- e) A signed certification form attesting that the individual has read and understood and agrees to comply with this Policy.

All Time Certificates of Deposit will be purchased directly from the institution receiving the deposit. An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the General Manager or Business Services Manager. A list of qualified financial institutions and broker/dealers will be reported annually to the Board concurrently with the Board's review of the Policy.

## **2. For Investments Executed by an Investment Advisor**

Upon approval of the Board, an investment advisor ("Advisor") engaged by the District may use the District's approved issuers and broker/dealers for transactions on behalf of the District. For investments not purchased directly from the issuer, the Advisor will ensure that it has confirmed each broker/dealer's:

- a) Securities Exchange Commission (SEC) registration as a broker-dealer.
- b) Membership in Financial Industry Regulatory Authority (FINRA).
- c) FINRA State registration or licensure.

## **VI. Safekeeping and Custody**

### **1. Safekeeping**

All security transactions entered into by the District shall be conducted on a delivery-versus-payment basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement as required by California Government Code section 53601. Securities held by an independent third-party custodian shall be evidenced by safekeeping receipts in the District's name and the third-party custodian shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70).

### **2. Internal Controls**

The Administration Department is responsible for ensuring compliance with the Policy as well as establishing systems of internal control to prevent losses due to fraud, employee error, misrepresentations by third parties, imprudent actions by

staff, etc. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

Compliance with these internal control procedures will be assured through the District's annual independent audit and reported to the District's General Manager, Business Services Manager, and Board. District internal controls include the following:

- a) An employee who initiates the investment transaction cannot approve the disbursement of funds.
- b) The record keeping of investment transactions should be performed by an employee not involved in the investment process.
- c) All marketable securities purchased shall be held by a third-party custodian to ensure that no funds are released until the securities are delivered. Additionally, by having a third party serve as the custodian, the District will be notified if the security purchased is not delivered on time. The District shall take from the third-party custodian institution a receipt for securities so deposited.
- d) Pursuant to Government Code section 53608, the District may deposit for safekeeping with a federal or state association, a trust company or a state or national bank located within California or with the Federal Reserve Bank of San Francisco or any branch thereof within California, or with any Federal Reserve bank or with any state or national bank located in any city designated as a reserve city by the Board of Governors of the Federal Reserve System.

The Administration Department shall establish and update, as needed, written procedures for the operation of the investment program consistent with this Policy. Procedures will include steps to be taken in preparation for investing, authorized financial institutions, authorized investments, selecting investment maturities and cash flow forecasting, investment safekeeping, wire transfer procedures, investing in the Riverside County Treasurer's Pooled Investment Fund ("TPIF"), minimum dollar amounts to be kept in TPIF or other Local Government Investment Pool Shares ("LGIPs") for liquidity purposes, banking service contracts, and other business functions associated with maintaining the investment program.

## **VII. Suitable and Authorized Investments**

### **1. Investment Types**

The District is empowered by the California Government Code section 53601 and 53635 et seq. to invest in the following:

- a) United States Treasury notes, bonds, bills, or certificates of indebtedness, with a final maturity not exceeding five years from the date of purchase.
- b) Federal agency or United States government-sponsored enterprise obligations or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

- c) Federal Instrumentality (government-sponsored enterprise) obligations or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- d) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. Obligations eligible for investment under this subdivision must be rated in a rating category of "A" or its equivalent or better by a Nationally Recognized Statistical Rating Organization ("NRSRO").
- e) Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. Obligations eligible for investment under this subdivision must be rated in a rating category of "A" or its equivalent or better by a NRSRO.
- f) Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, include bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. Obligations eligible for investment under this subdivision must be rated in a rating category of "A" or its equivalent or better by a NRSRO.
- g) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by section 5102 of the California Financial Code), a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank. Purchases are limited to securities rated in a rating category of "A" (long-term) or "A-1" (short-term) or their equivalents or better by a NRSRO. No more than 30% of the District's investment portfolio may be invested in negotiable certificates of deposit.
- h) Eligible Bankers Acceptances that are drawn on and accepted by a commercial bank. Eligible bankers' acceptances shall have the highest ranking or the highest letter and number rating as provided for by a NRSRO and a maximum maturity of 180 days. No more than 10% of the District's total portfolio may be invested in banker's acceptances of any one issuer, and the aggregate investment in banker's acceptances shall not exceed 15% of the District's total portfolio.
- i) Prime Commercial Paper with a maturity not exceeding 270 days. Maximum portfolio exposure is limited to 25% in the aggregate and 10% of the outstanding paper and medium-term notes of a single issuer. Investment is limited to commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall either be organized and operating in the United States as a general corporation with total assets in excess of five hundred million dollars (\$ 500,000,000), a debt other than commercial paper, if any, that is rated in a rating

category of "A" or higher, or the equivalent, by a NRSRO OR the entity shall be organized within the United States as a special purpose corporation, trust, or limited liability company, with program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond and commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

- j) Medium-term corporate notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of 5 years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Medium-term corporate notes shall be rated in a rating category of "A" or its equivalent or better by a NRSRO. No more than 20% of the District's investment portfolio may be invested in medium-term notes, and no more than 10% in outstanding paper and medium-term notes of a single issuer.
- k) Riverside County TPIF.
- l) Funds may be invested in the District's own bonds.
- m) Money Market Funds registered under the Investment Company Act of 1940 that (1) are "no-load" (meaning no commission or fee shall be charged on purchases or sales of shares); (2) strive to maintain a net asset value per share of \$1.00; (3) invest only in the securities and obligations authorized in the applicable California statutes; (4) have a rating of at least two of the following: AAAM by Standard and Poor's, Aaa by Moody's or AAA/V1+ by Fitch; and (5) retain an investment advisor registered or exempt from registration with the SEC with no less than five years' experience managing money market funds with assets under management in excess of \$500,000,000. No more than 10% of the District's total portfolio may be invested in money market funds of any one issuer, and the aggregate investment in money market funds shall not exceed 20% of the total portfolio.
- n) LGIPs. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in the California Government Code. The District will limit investments to LGIPs that seek to maintain a stable net asset value and have a rating of AAA or the equivalent by an NRSRO.
- o) Supranationals which are United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA", its equivalent, or better by at least one NRSRO. Purchases of supranationals shall not exceed 30% of the investment portfolio of the District.
- p) Asset-Backed Securities ("ABS") including mortgage pass-through securities, collateralized mortgage obligations, mortgage-backed or other pay-through bonds, equipment lease-backed certificates, consumer receivable pass-through

certificates, or consumer receivable-backed bonds of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having a rating in a rating category of "A" its equivalent, or higher rating for the issuer's debt as provided and rated in a rating category of "AA" or its equivalent or better by at least one NRSRO. Purchase of securities authorized by this subdivision may not exceed 20% of the District's total portfolio.

- q) Non-government investments other than Riverside County TPIF or other LGIPs may only be purchased by the District's Investment Advisor.

It is the intent of the District that the foregoing list of authorized securities is strictly interpreted. Any deviation from this list must be preapproved in writing. In the event of conflict between investments authorized in this Policy and investments authorized by California Government Code sections 53601 and 53635 et seq., the Government Code shall control.

Credit criteria and maximum percentages apply at the time a security is purchased. If an investment's credit rating falls below the minimum rating required at the time of purchase, the District's investment advisor will take appropriate action regarding the disposition of the investment and will notify the Director of Finance and General Manager.

## **2. Unauthorized Investments**

Unauthorized investments are defined in California Government Code section 53601.6, which disallows the following investments: inverse floaters, range notes, or mortgage derived interest-only strips. In addition, and more generally, investments are further restricted as follows:

- a) No investment will be made that has either (1) an embedded option or characteristic which could result in a loss of principal if the investment is held to maturity, or (2) an embedded option or characteristic which could seriously limit accrual rates or which could result in zero accrual periods.
- b) No investment will be made that could cause the portfolio to be leveraged.

However, such unauthorized investments shall not be construed to eliminate Income Funds, Electronic Traded Funds or Real Estate Investment Trusts.

## **3. Collateralization**

Collateralization of District investments will be directed pursuant to California Government Code section 53652. Full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit (including FDIC insurance). The District will regularly verify that all active deposits (checking accounts) and inactive deposits (certificates of deposit) are properly collateralized.

## **VIII. Investment Parameters**

### **1. Diversification**

The District's investment program shall be diversified by:

- a) Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury and Federal Agency securities).
- b) Limiting investment in securities that have higher credit risks.
- c) Investing in securities with varying maturities.
- d) Investing a portion of the portfolio in readily available funds such as Riverside County TPIF, LGIPs, AAA rated money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following diversification limitations shall be imposed on the portfolio:

- i. Non-government investments, other than TPIF or LGIPs, will be restricted to no more than 5% of the District's portfolio in any one institution at any one time regardless of security type.
- ii. Maturity: The maximum maturity of any single investment in the portfolio shall be limited to 5 years unless the Board determines that there is a specific purpose to make an investment with a maturity longer than 5 years and provides approval no less than three months prior to the investment. Investment maturities shall take into consideration the anticipated cash flow needs of the District.
- iii. Liquidity risk: A portion of the portfolio will be continuously invested in readily available funds such as TPIF, LGIPs, or money market funds to ensure that appropriate liquidity is maintained to meet the District's ongoing obligations.
- iv. Whenever practical, investments with a minimum par value of \$1 million will be made, in order to efficiently and effectively manage the District's portfolio.

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements.

### **2. Competitive Bids**

At least three (3) competitive bids/offers shall be obtained and recorded on all investment transactions conducted for securities in the secondary market. The bids/offers shall be retained with other related investment documentation.

## **IX. Reporting**

The Business Services Manager shall prepare a monthly investment report within 30 days following the end of the month. This report will include a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last month. This management summary will be prepared in a manner which will allow the District to ascertain whether investment activities during the reporting period have conformed to the Policy. The report will be provided to the Board in the General Manager's monthly report. The report will include the following:

1. List of all investments held at end of month, including the name of the institution, type of investment, issuer, effective interest rate, maturity date, cost, par value, and current market value for each investment, and for the portfolio as a whole.
2. Investment transactions.
3. The weighted average yield to maturity of the portfolio as of the end of the month.
4. Certification from the General Manager that the portfolio is in compliance with the Policy and that sufficient liquidity is available to meet the District's expenditure requirements within the next six (6) months.

#### **X. Policy Considerations**

The Policy shall be reviewed and adopted by the Board annually. The General Manager may approve necessary revisions that may arise during the year, which will be later reported to the Board of Directors.

**VALLEY SANITARY DISTRICT  
COMMUNITY ENGAGEMENT COMMITTEE  
REGULAR MEETING MINUTES  
July 19, 2022**

A meeting of the Valley Sanitary District (VSD) Community Engagement Committee was held at 45-500 Van Buren Street in Indio, California, on Tuesday, July 19, 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, and Holly Gould

Guests Present:  
Cori Takkinen, Townsend Public Affairs  
Eric O'Donnell, Townsend Public Affairs

**1.2 Pledge of Allegiance**

**2. PUBLIC COMMENT**

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

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None.

**3. DISCUSSION / ACTION ITEMS**

**3.1 Approve Minutes for June 9, 2022, Special Committee Meeting**

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Committee member Canero motioned to approve the minutes of the June 9, 2022, Community Engagement Committee Special Meeting. Chairperson Sear seconded the motion. Motion carried unanimously.

**3.2 Meet Representative from Townsend Public Affairs and Discuss State Legislative Advocacy Plan**

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On June 28, 2022, the Board of Directors approved a contract with Townsend Public Affairs to provide stage legislative advocacy services. Eric O'Donnell and Cori Takkinen of Townsend Public Affairs introduced themselves to the Committee. They discussed the next steps and developing a plan to address the District's needs and key issues. Townsend will make a



presentation to the Board of Directors at its meeting on July 26, 2022, which will include a status update and strategy for the next 12 months.

### 3.3 Discuss the Communications Plan Progress Report and Related Tasks

Beverli Marshall, General Manager, gave an update on the Communications Plan provided by CV Strategies. The Committee reviewed the social media posts scheduled for July 2022. They also discussed the release of the water bear name, school outreach, local events outreach, and what remains on the CV Strategies contract for this year. Ms. Marshall informed the Committee that she requested CV Strategies submit a proposal to help with the State of the District event hosted at the Coachella Valley History Museum.

## **4. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:21 p.m. The next regular committee meeting will be on September 20, 2022.

Respectfully submitted,  
Holly Gould, Clerk of the Board  
Valley Sanitary District