



Tuesday, March 26, 2024 at 1:00 PM  
Valley Sanitary District Board Room  
45500 Van Buren Street, Indio, CA 92201

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**BOARD OF DIRECTORS  
REGULAR SESSION  
AGENDA**

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

Zoom link: <https://us06web.zoom.us/j/89782594948>

Meeting ID: 897 8259 4948

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

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

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

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT
5. 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.*

5.1 APPROVE THE MINUTES FOR THE BOARD OF DIRECTORS REGULAR MEETING HELD MARCH 12, 2024

Recommendation: Approve

5.2 APPROVE WARRANTS FOR MARCH 26, 2024

Recommendation: Approve

5.3 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 29, 2024

Recommendation: Approve

5.4 MONTHLY INVESTMENT REPORT FOR THE PERIOD ENDING FEBRUARY 29, 2024

Recommendation: Approve

5.5 MONTHLY CREDIT CARD REPORT FOR THE PERIOD ENDING FEBRUARY 29, 2024

Recommendation: Approve

**6. NON-HEARING ITEMS**

6.1 CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS CALL FOR NOMINATIONS - SEAT A

Recommendation: Approve

6.2 SELECT ONE (1) EASTERN REGION REGULAR MEMBER AND ONE (1) COUNTYWIDE ALTERNATE MEMBER OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

Recommendation: Approve

6.3 APPOINT ONE (1) DIRECTOR TO THE OPERATIONS COMMITTEE FOR THE CALENDAR YEAR 2024

Recommendation: Approve

6.4 APPROVE AMENDMENT 1 FOR AUDITING SERVICES WITH DAVIS FARR, LLP FOR AN ADDITIONAL THREE-YEAR TERM FOR AN INCREASE OF \$98,010

Recommendation: Approve

6.5 APPROVE AMENDMENT 1 FOR ANNUAL SEWER SERVICE CHARGE ADMINISTRATION SERVICES WITH NBS FOR AN ADDITIONAL THREE-YEAR TERM FOR AN INCREASE OF \$66,000

Recommendation: Approve

6.6 AUTHORIZE THE BOARD PRESIDENT TO SIGN A LETTER OF SUPPORT FOR STATE AND FEDERAL BILLS

Recommendation: Review and authorize.

**7. GENERAL MANAGER'S REPORT**

**8. COMMITTEE REPORTS**

8.1 DRAFT MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING - MARCH 19, 2024

Recommendation: Discuss

**9. DIRECTOR'S ITEMS**

**10. INFORMATIONAL ITEMS**

**11. ADJOURNMENT**

POSTED March 21, 2024  
Holly Gould  
Clerk of the Board  
Valley Sanitary District

**PUBLIC NOTICE**

In compliance with the Americans with Disabilities Act, access to the Board Room and Public Restrooms has been made. If you need special assistance to participate in this meeting, please contact Valley Sanitary District (760) 235-5400. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA TITLE II). All public records related to open session items contained on this Agenda are available upon request at the Administrative Office of Valley Sanitary District located at 45-500 Van Buren Street, Indio, CA 92201. Copies of public records are subject to fees and charges for reproduction.



**Valley Sanitary District**

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Holly Gould, Clerk of the Board  
**SUBJECT:** APPROVE THE MINUTES FOR THE BOARD OF DIRECTORS REGULAR MEETING HELD MARCH 12, 2024

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**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

None

**Environmental Review**

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

**Background**

The meeting minutes for the Board of Directors Regular Meeting held March 12, 2024 are attached.

**Recommendation**

Approve

**Attachments**

[12 Mar 2024 Minutes.edited.docx](#)



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

March 12, 2024

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, March 12, 2024, at 45-500 Van Buren St., Indio, CA 92201.

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Directors Present:

Debra Canero, Mike Duran, Scott Sear, William Teague

Staff Present:

Jason Dafforn, General Manager; Holly Gould, Clerk of the Board; Ron Buchwald, Jeanette Juarez; Tino Tijerina, Anna Bell; Steve Shepard, Andy Boyd, Ed Luna; Chris Rahman, Ray Marroquin; Octavio Briones, Victoria Nelson; Michael Placencia, Christopher Lewis, and Craig Hayes, Best Best & Krieger

Guests:

High Curtis, George Petersen Insurance Agency

Paul Fuller, George Petersen Insurance Agency

David Getka

Edgar Santana

**3. PLEDGE OF ALLEGIANCE**

**4. NEW EMPLOYEE INTRODUCTION**

- Christopher Lewis, Collection System Technician-in-Training

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The Board of Directors welcomed Christopher to the Valley Sanitary District team.

**5. FEBRUARY EMPLOYEE ANNIVERSARIES**

- Tito Moreno, Collection Systems Supervisor – 19 years
- Kenny Kepley, Wastewater Operator III – 18 years
- Ed Luna, Maintenance Technician III – 4 years
- Chris Rahman, Maintenance Technician I – 2 years

## **MARCH EMPLOYEE ANNIVERSARIES**

- Steve Shepard, Development Service Supervisor -28 years
- Octavio Briones, Maintenance Technician I - 1 year
- Victoria Nelson, Wastewater Operator II - 1 year

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The Board of Directors thanked Tito, Kenny, Ed, Chris, Steve, Octavio, and Victoria for their years of service and dedication to the District.

## **6. PRESENTATIONS**

- 6.1 California Water Environment Association (CWEA) Colorado River Basin Section (CORBS) Awards Presentation

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The Board of Directors recognized Ray Marroquin as Mechanical Technician of the Year, Austin Lopanec as Operator of the Year, and Dave Commons as Supervisor of the Year. The Board also recognized the staff members involved in the history museum project, which earned the Community Engagement & Outreach Project of the Year and Safety Plant of the Year awards, which were also won at the state level. The Board congratulated Staff on their achievements.

- 6.2 P3S Conference Highlights

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Michael Placencia, Environmental Compliance Technician III, gave a presentation of the the P3S Conference he attended and presented at.

7. **PUBLIC COMMENT** - None

## **8. CONSENT CALENDAR**

- 8.1 Approve the Minutes for the Board of Directors Special Meeting held February 20, 2024
- 8.2 Approve Warrants for March 12, 2024
- 8.3 Monthly Credit Card Report for the Period Ending January 31, 2024
- 8.4 Monthly Investment Report for the Period Ending January 31, 2024
- 8.5 Monthly Financial Report for the Period Ending January 31, 2024
- 8.6 Disposition of 2004 Vactor 2100 Truck Through Sale on GovDeals

**ACTION TAKEN:**

**MOTION:**

Vice President Duran motioned to approve the consent calendar as presented. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2024-3368**

**9. NON-HEARING ITEMS**

- 9.1 Authorize the General Manager to Negotiate and Execute a Contract with George Peterson Insurance Agency for the Purchase of the Business Package Policy in an Amount not to Exceed \$195,832

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Hugh Curtis and Paul Fuller from George Petersen Insurance Agency presented the renewal of the Business Package Policy. The 12-month coverage period is from April 1, 2024, to April 1, 2025. The Business Package Policy includes the Property, General Liability, Management Liability, Inland Marine, Auto, and Umbrella coverage. The proposed renewal for April 1, 2024, is \$195,832.

**ACTION TAKEN:**

**MOTION:**

Vice President Duran motioned to authorize the General Manager to negotiate and execute a contract with George Peterson Insurance Agency to purchase the Business Package Policy in an Amount not to exceed \$195,832. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2024-3369**

**Secretary/Treasurer Sear left the meeting at 2:13 p.m.**

- 9.2 Award of Contract to Prepare a Recycled Water Project Feasibility Study to Hoch Consulting, Inc. for a Two-Year Term for a Not to Exceed Amount of \$388,415.50

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Staff released a Request for Proposals (RFP) to prepare a Recycled Water Project Feasibility Study to develop a One (1) MGD tertiary treatment facility that can be expandable and will use a portion of the secondary effluent treated wastewater from VSD's Water Reclamation Facility as a source. Staff received four (4) proposals from qualified consultants. Each of the proposals was reviewed to verify their qualifications and whether their proposal met the criteria outlined in the RFP. Staff performed extensive due diligence on the four (4) proposals submitted. Three (3) individual District staff members from two different departments evaluated the proposals, independently reviewing each firm's qualifications and whether their respective proposed services met the evaluation criteria set forth in the RFP. Based on total scores, Hoch Consulting was deemed the most qualified. The evaluation panel recommends an award of contract to Hoch Consulting for a two-year term for \$388,415.50. The District

has received some funding from the State Water Resources Control Board that will be utilized for this project, as well as a preliminary notification from the Bureau of Reclamation for funding that will cover the majority of the cost for this study.

**ACTION TAKEN:**

**MOTION:** Vice President Duran motioned to award a contract to prepare a Recycled Water Project Feasibility Study to Hoch Consulting, Inc. for a two-year term for a not to exceed Amount of \$388,415.50. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Teague

NOES: None

**MINUTE ORDER NO. 2024-3370**

9.3 Review Board Member Candidate Applications, Conduct Interviews of Applicants, and Appoint a New Board Member to Represent Ward A

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The Board of Directors reviewed the Board of Directors applications of David Getka and Edgar Santana to fill the vacancy for Ward A. Each candidate was permitted time to speak before the Board. After discussion, Vice President Duran motioned to appoint Edgar Santana to the Valley Sanitary District Board of Directors for Ward A.

**ACTION TAKEN:**

**MOTION:** Vice President Duran motioned to appoint Edgar Santana to the Valley Sanitary District Board of Directors for Ward A. President Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Teague

NOES: None

**MINUTE ORDER NO. 2024-3371**

**President Canero called for a short recess at 2:40 p.m. The Board of Directors reconvened at 2:43 p.m. Roll call was taken. Directors Canero, Duran, and Teague were present.**

The Clerk of the Board administered the Oath of Office to Edgar Santana, and he took his seat.

**10. GENERAL MANAGER'S ITEMS**

10.1 Receive Monthly General Managers Report for February 2024

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The Board received the monthly General Managers Report for February 2024.

**11. DIRECTOR'S ITEMS**

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Vice President Duran stated that he completed the CV Water Counts Academy, a five-week program for emergent leaders on water resources in the desert. He also attended the State of the College event and the Indio High School tour. President Canero and Vice President Duran congratulated the Staff on a wonderful tour program they put together for Indio High School.

**12. INFORMATIONAL ITEMS**

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President Canero and Mr. Dafforn attend the CASA DC Forum in Washington, D.C. They received updates on the federal climate and met with representatives from Senator Butler's office, Congressman Calvert's office, Congressman Ruiz's office, and the Bureau of Reclamation and FEMA. Jason gave an update on the status of FEMA and the Westward Ho Sewer Siphon Project. Mr. Dafforn also informed the Board of his upcoming meeting with Congressman Ruiz's grant writer, the upcoming State of the 4<sup>th</sup> District on March 18, 2024, and the Desert Recreation Foundation Bowling Tournament on March 22, 2024.

**13. ADJOURNMENT**

With no further business to discuss, the meeting adjourned at 3:06 p.m. The next regular Board meeting will be on March 26, 2024.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District



**Valley Sanitary District**

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** APPROVE WARRANTS FOR MARCH 26, 2024

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**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The total charges incurred for the warrants from March 5, 2024 through March 18, 2024, are \$1,019,031.81.

**Environmental Review**

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

**Background**

The attached warrants list shows all disbursements from March 5, 2024, through March 18, 2024.

**Recommendation**

Approve the warrants for March 26, 2024.

**Attachments**

[Warrants for March 26, 2024.pdf](#)

**DISBURSEMENTS**  
**Approved at the Board Meeting of**  
**March 26, 2024**

42425	American Red Cross	CPR training	\$1,177.00
42426	Best Best & Krieger LLP	General legal - feb 2024	\$2,022.74
42426	Best Best & Krieger LLP	Labor issues - feb 2024	\$585.20
42426	Best Best & Krieger LLP	Easement access - feb 2024	\$220.80
42427	Carquest Auto Parts	New charges - feb 2024	\$774.10
42428	Cintas Corp	Uniforms, mats, towels etc - 02/22/2024	\$568.14
42428	Cintas Corp	Uniforms, mats, towels, etc - 02/29/2024	\$699.78
42429	Consolidated Electrical Distributors, Inc.	2prt inst tap conn	\$84.40
42430	Desert Steel Supply	4 1/2" cut wheel	\$432.83
42431	Enthalpy Analytical, LLC	Quarterly EFF-0001C	\$1,000.00
42432	Facilities Protection Systems	FPS confirm sprinkler function	\$1,540.00
42433	Fiesta Ford	Oil change on 2022 ford f150	\$79.88
42434	Fulton Distributing Co.	Janitorial supplies	\$394.16
42435	Geotab USA, Inc	Vehicle telemetrics - feb 2024	\$563.50
42436	Haaker Equipment Company	BIT inspections for pickup trucks	\$858.42
42436	Haaker Equipment Company	BIT inspections for Vactor trucks	\$1,350.12
42437	Hach Company	Ido probe, sensor cap, lbod	\$1,849.85
42438	Jason Dafforn	CASA 2024 Washington DC reimbursement	\$940.69
42439	Leighton Consulting, Inc	Requa sinkhole inspection - Nov 2023-Feb 2024	\$2,430.00
42440	McMaster-Carr Supply Co.	SS screws, locknuts, washers	\$784.71
42441	MidAmerica	Service fee - 10/01/2023-12/31/2023	\$225.00
42442	Motion Industries, Inc.	Belt, removable TL 10ML BO	\$389.84
42442	Motion Industries, Inc.	5J6F4-201-USOA	\$382.69
42442	Motion Industries, Inc.	Sf hi cap sheave, 3/8 bushing qd, 2800 e hi cap qd sheave	\$1,342.57
42443	Royal Industrial Solutions	3W-4P Plug	\$1,210.34
42444	Schneider Electric Buildings Americas, Inc	Amendment # 2 RST RWP - Jan 2024	\$138,439.55
42445	Southern California Boiler, Inc.	Autoflame - exp large servo	\$5,314.33
42446	Thomas Scientific	TSA USP IRRAD.3 15x100mm plate pk10	\$54.32
42447	Tops 'N Barricades Inc.	No visitors sign	\$139.31
42447	Tops 'N Barricades Inc.	Sodium hypo signs	\$484.48
42448	United Way of the Desert	PR 02/16/2024 - 02/29/202 PD 03/08/2024	\$20.00
42449	USA Blue Book	Plantpro 47mm TSS filter	\$176.22
42449	USA Blue Book	3m attest biological indicators	\$969.43
42449	USA Blue Book	Sodium hydroxide, acs grade, potassium hydroxide pellets	\$482.50
42450	Coachella Valley History Museum	Year 3 of 3 annual outreach, space fee - 3/1/2024-2/28/2025	\$30,000.00
42451	Debra Canero	CASA DC Forum reimbursement 2024	\$999.18
42452	EPIC IO Technologies, Inc	LTE POTS service - Mar 2024	\$199.35
42453	Scott Sear	CASA conference 2024 reimbursement	\$96.08
42454	Bureau of Reclamation	Contract 06-07-34-L1478 Annual Rent 5/18/2024-5/17/2025	\$300.00
42455	Carollo Engineering, Inc	Sewer siphone project - July 2023-feb 2024	\$2,883.00
42456	Cintas Corp	Uniforms, mats, towels, etc 03/07/2024	\$571.21
42457	Desert Fire Extinguisher Co., Inc.	Drain and recharge sprinkler system	\$585.00
42458	Innovative Document Solutions	Canon copier maintenance - feb 2024	\$121.96
42459	Mariposa Landscapes, Inc	Landscaping - Feb 2024	\$1,658.03
42460	Master's Refreshment Services LLC	Bottled water - 03/04/2024	\$154.00
42461	McMaster-Carr Supply Co.	Low carbon steel sheet	\$83.64
42462	Merchants Building Maintenance, LLC	Janitorial - Mar 2024	\$3,314.81
42463	Schneider Electric Buildings Americas, Inc	Amendment #2 - Feb 2024	\$587,200.84
42464	Southwest Networks, Inc.	Labor charges - Feb 2024	\$665.00
42465	Synagro West, LLC	Biosolids hauling - Feb 2024	\$5,070.75
42466	Tops 'N Barricades Inc.	Glasses, lime vests	\$79.77
42467	Townsend Public Affairs, Inc	Consulting services - Mar 2024	\$5,000.00
42468	Yellow Mart	Safety boots - C. Lewis	\$250.00
42468	Yellow Mart	Safety boots - J. Mills	\$226.18
42468	Yellow Mart	Safety boots - K. Kopley	\$250.00
42468	Yellow Mart	Safety boots - M. wiseman	\$228.36
202403121	Umpqua Bank	Statement - February 2024	\$22,127.26
202403122	Basic	Funds withdrawn - 03/12/2024	\$382.33
202403141	Frontier Communications	Telephone service - February 2024	\$94.63
202403181	Indio Water Authority	Water - January 2024	\$1,028.79
202403182	SoCal Gas	Gas service - February 2024	\$604.46
202403221	Paychex - Direct Deposit	PR 03/01/2024 - 03/14/2024 PD 03/22/2024	\$103,236.29
202403222	Paychex - Fee	PR 03/01/2024 - 03/14/2024 PD 03/22/2024	\$251.53
202403223	Paychex - Garnishment	PR 03/01/2024 - 03/14/2024 PD 03/22/2024	\$419.07
202403224	Paychex - Tax	PR 03/01/2024 - 03/14/2024 PD 03/22/2024	\$48,873.10
202403225	Empower (formerly Mass Mutual)	PR 03/01/2024 - 03/14/2024 PD 03/22/2024	\$10.00
202403226	Mission Square (formerly ICMARC / Vantage Point)	PR 03/01/2024 - 03/14/2024 PD 03/22/2024	\$1,470.00
202403227	Nationwide Retirement Solution	PR 03/01/2024 - 03/14/2024 PD 03/22/2024	\$2,877.90
202403228	CalPERS 457	PR 03/01/2024 - 03/14/2024 PD 03/22/2024	\$1,228.09
202403229	CalPERS Retirement	PR 03/01/2024 - 03/14/2024 PD 03/22/2024	\$28,504.30
		<b>Total</b>	<b>\$1,019,031.81</b>



## Valley Sanitary District

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 29, 2024

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### **Suggested Action**

Approve

### **Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

### **Fiscal Impact**

There is no fiscal impact from this report.

### **Environmental Review**

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

### **Background**

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

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

### **Year-to-Date Summary**

- As of February 29, 2024, the District has recorded \$22,250,012 in revenue. The revenues are \$3,814,275, or 20.7% above the seasonal budget.
- As of February 29, 2024, the District has incurred \$10,049,590 in expenditures. The District's expenditures are \$2,365,673 or 19.1% under the FYTD straight-line budget.



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

<b>FUND</b>	<b>UNAUDITED FIND BALANCE AS OF 2/29/24</b>
OPERATING FUND (FUND 11)	\$29,003,181
SPECIAL REVENUE FUND (FUND 11 AND FUND 6)	1,101,539
FIDUCIARY FUND (FUND 4)	549,759
CAPITAL IMPROVEMENT FUND (FUND 13)	11,318,758
RESTRICTED CIP FUND (FUND 12)	26,126,998
<b>TOTAL</b>	<b>\$68,100,235</b>

**Recommendation**

Approve the monthly financial report for the period ending February 29, 2024.

**Attachments**

- [5.3 Attachment A Monthly Income Summary - February 2024.pdf](#)
- [5.3 Attachment B Budget Variance Report.pdf](#)
- [5.3 Attachment C Summary of Cash and Investments - February 2024.pdf](#)

# Valley Sanitary District

## Monthly Income Summary

### February 2024 (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	\$60,214	\$18,725,133	\$17,066,857	110 %	(\$1,658,276)
Sewer Service Chgs-Penalties	\$0	\$1,103	\$0	0 %	(\$1,103)
Permit & Inspection Fees	\$240	\$12,260	\$20,817	59 %	\$8,557
Saddles/Disconnect Fees	\$0	\$240	\$243	99 %	\$3
Plan Check Fees	\$300	\$4,950	\$8,800	56 %	\$3,850
Other Services	\$320	\$1,770	\$1,568	113 %	(\$202)
Sale of Surplus Property	\$11	\$11	\$21,274	0 %	\$21,263
Taxes - Current Secured	\$0	\$709,450	\$615,751	115 %	(\$93,699)
Taxes - Current Unsecured	\$0	\$42,893	\$37,592	114 %	(\$5,301)
Taxes - Prior Secured	\$12,571	\$12,571	\$8,168	154 %	(\$4,403)
Supple Prop. Taxes - Current	\$0	\$12,740	\$14,478	88 %	\$1,738
Supple Prop. Taxes - Prior	\$0	\$13,308	\$8,653	154 %	(\$4,655)
Homeowners Tax Relief	\$2,346	\$3,351	\$3,552	94 %	\$201
Interest Income	\$3,428	\$504,854	\$419,905	120 %	(\$84,949)
Unrealized gains (losses)	(\$7,878)	\$7,783	\$0	0 %	(\$7,783)
Rebate Income	\$0	\$2,239	\$2,278	98 %	\$39
Non-Operating Revenues - Fnd 11	\$0	\$32,522	\$28,876	113 %	(\$3,646)
Interest Income	\$0	\$973,009	\$622,164	156 %	(\$350,845)
Connection Fees	\$6,353	\$771,890	\$767,790	101 %	(\$4,100)
Interest Income	\$0	\$417,935	\$248,919	168 %	(\$169,016)
<b>Total Revenues</b>	<b>\$77,905</b>	<b>\$22,250,012</b>	<b>\$19,897,685</b>	<b>112 %</b>	<b>(\$2,352,327)</b>



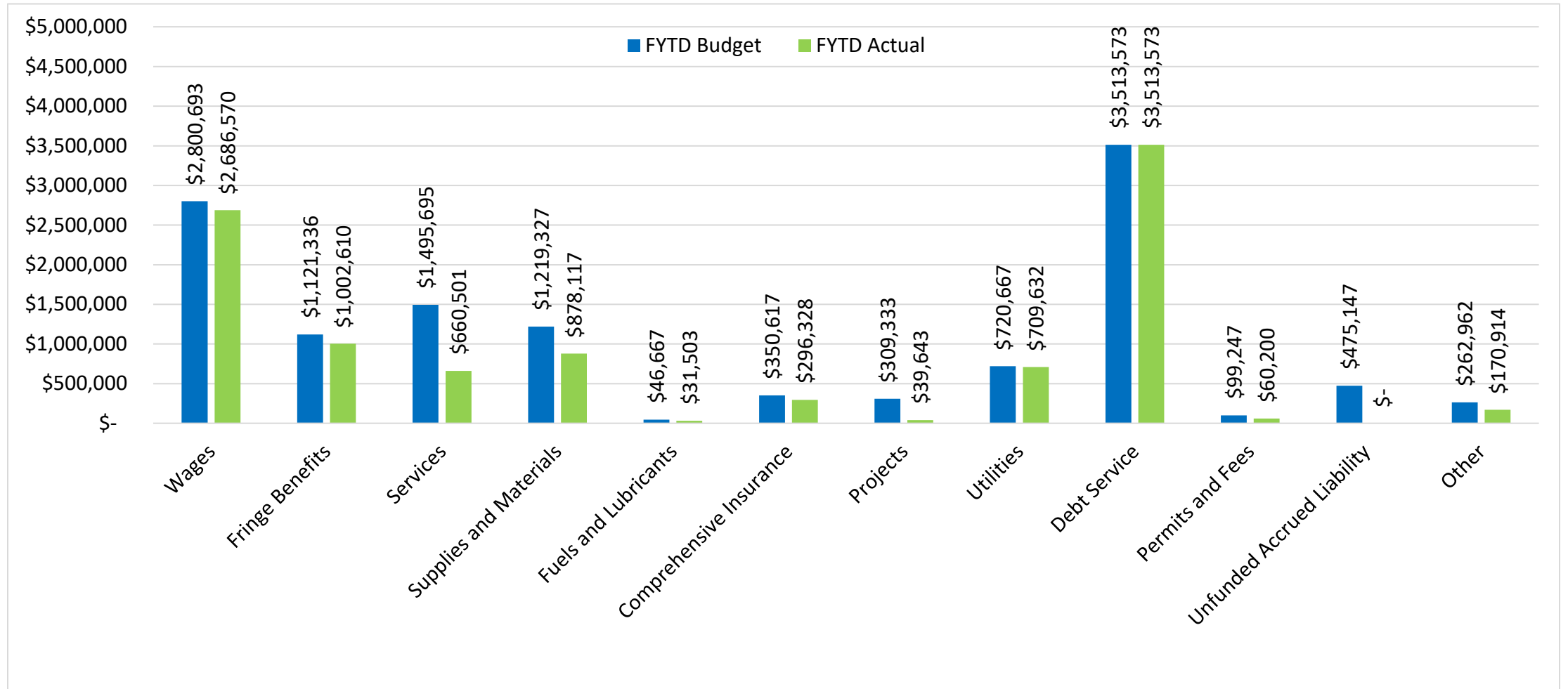
Valley Sanitary District  
 Budget Variance Report  
 February 2024

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY24 YTD Budget	Favorable (Unfavorable)	
<b>Revenues:</b>								
Operating Revenue	17,887,349	67,438	189,380	(121,942)	19,517,357	17,095,514	2,421,843	-9.1%
Non-Operating Revenue	2,010,336	10,467	167,528	(157,061)	2,732,655	1,340,224	1,392,431	-35.9%
<b>Total Operating Revenue</b>	<b>19,897,685</b>	<b>77,905</b>	<b>356,908</b>	<b>(279,003)</b>	<b>22,250,012</b>	<b>18,435,738</b>	<b>3,814,275</b>	<b>-11.8%</b>

Valley Sanitary District  
Budget Variance Report  
February 2024

<b>Operating Expenses:</b>									
Salaries And Wages	3,934,350	310,341	327,863	17,521	2,567,123	2,622,900	55,777	34.8%	
Director Fee/Payroll Tax-Board	113,400	4,800	9,450	4,650	28,800	75,600	46,800	74.6%	
Other Employee Benefits	18,850	700	1,571	871	14,911	12,567	(2,344)	20.9%	
Overtime	42,100	282	3,508	3,226	18,062	28,067	10,005	57.1%	
Callout	25,000	631	2,083	1,452	13,833	16,667	2,834	44.7%	
Standby Pay	67,339	4,967	5,612	645	43,842	44,893	1,050	34.9%	
Longevity	46,700	3,692	3,892	199	30,093	31,133	1,041	35.6%	
Retirement Contributions	430,527	31,988	35,877	3,889	265,760	287,018	21,258	38.3%	
Fica And Medicare	381,004	23,735	31,750	8,015	200,776	254,003	53,227	47.3%	
Life Insurance	8,580	701	715	14	5,565	5,720	155	35.1%	
Health Insurance	738,840	60,923	61,570	647	453,516	492,560	39,044	38.6%	
Dental Insurance	55,380	4,398	4,615	217	33,611	36,920	3,309	39.3%	
Vision Insurance	8,601	678	717	39	5,234	5,734	500	39.2%	
Long Term Disability	12,372	1,016	1,031	15	8,056	8,248	192	34.9%	
Accounting Services-Admin	81,761	5,335	6,813	1,479	54,787	54,507	(279)	33.0%	
Certifications	23,720	98	1,977	1,879	3,642	15,813	12,171	84.6%	
Chemicals	700,000	42,826	58,333	15,507	392,112	466,667	74,555	44.0%	
Comprehensive Insurance	437,563	29,669	36,464	6,795	238,930	291,709	52,779	45.4%	
Conferences/ Meetings	210,455	10,669	17,538	6,869	84,582	140,303	55,721	59.8%	
Contracts	1,763,359	30,911	146,947	116,035	447,995	1,175,573	727,578	74.6%	
County Expense	23,100	39	1,925	1,886	17,001	15,400	(1,601)	26.4%	
Covid-19 Supplies	11,000	-	917	917	468	7,333	6,866	95.7%	
Electric	999,000	92,459	83,250	(9,209)	673,346	666,000	(7,346)	32.6%	
Gas, Oil & Fuel	70,000	5,271	5,833	562	31,503	46,667	15,163	55.0%	
Grit & Screening Removal	44,000	2,615	3,667	1,051	20,152	29,333	9,182	54.2%	
Legal Services	85,000	2,829	7,083	4,255	43,877	56,667	12,789	48.4%	
Debt Service	5,270,359	439,197	439,197	-	3,513,573	3,513,573	-	33.3%	
Medical Services	4,843	35	404	369	3,822	3,229	(593)	21.1%	
Memberships	65,268	12,449	5,439	(7,010)	48,150	43,512	(4,638)	26.2%	
Misc. Professional Services	138,483	10,759	11,540	781	57,880	92,322	34,442	58.2%	
Natural Gas	8,000	604	667	62	2,985	5,333	2,348	62.7%	
Office Supplies	26,500	1,247	2,208	961	8,726	17,667	8,941	67.1%	
Opeb Contribution	82,119	2,764	6,843	4,079	10,905	54,746	43,841	86.7%	
Other Expenses	83,000	1,402	6,917	5,515	31,540	55,333	23,794	62.0%	
Permits & Fees	125,770	4,094	10,481	6,387	43,199	83,847	40,648	65.7%	
Projects	464,000	(22,414)	38,667	61,081	39,643	309,333	269,691	91.5%	
Publications	3,500	15	292	277	1,017	2,333	1,316	70.9%	
Repairs & Maintenance	699,170	47,008	58,264	11,256	344,303	466,113	121,811	50.8%	
Research & Monitoring	101,500	5,530	8,458	2,928	27,634	67,667	40,033	72.8%	
Supplies	262,820	10,822	21,902	11,079	96,956	175,213	78,257	63.1%	
Telephone/Internet	37,934	1,516	3,161	1,645	23,029	25,289	2,261	39.3%	
Tools & Equipment	28,000	2,912	2,333	(579)	7,919	18,667	10,747	71.7%	
Tuition Reimbursement	12,000	-	1,000	1,000	3,000	8,000	5,000	75.0%	
Uniform Services	46,543	2,652	3,879	1,227	17,189	31,029	13,839	63.1%	
Unfunded Accrued Liability	712,721	-	59,393	59,393	-	475,147	475,147	100.0%	
Water	30,000	857	2,500	1,643	13,148	20,000	6,852	56.2%	
Workers Compensation	88,363	6,835	7,364	528	57,398	58,909	1,511	35.0%	
<b>Total Operating Expenses (Before Depreciat</b>	<b>18,622,894</b>	<b>1,199,859</b>	<b>1,551,908</b>	<b>352,049</b>	<b>10,049,590</b>	<b>12,415,263</b>	<b>2,365,673</b>	<b>46.0%</b>	
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>(1,121,954)</b>			<b>12,200,423</b>				

# FISCAL YEAR-TO-DATE VS. FISCAL YEAR-TO-DATE ACTUAL FEBRUARY 2024



**SUMMARY OF CASH AND INVESTMENTS**

FOR THE PERIOD: 02/01/2024 TO 02/29/2024 (UNAUDITED)

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

**INVESTMENTS**

LAIF Fund 4 - Agency Fund	
Beginning Balance (Fund 4)	597,901
Net Transfer from (to) Fund 11	(48,142)
Fair Value Factor for quarter ending 06/30/2024	0
Interest (Pd quarterly - Int. Rate 4.00%)	0
<b>Fund 04 Ending Balance</b>	<b>549,759</b>
LAIF Fund 6 - Wastewater Revenue Refunding Bonds	
Beginning Balance (Fund 6)	781
Net Transfer from (to) Fund 11	0
Fair Value Factor for quarter ending 06/30/2024	0
Interest (Pd quarterly - Int. Rate 4.00%)	0
<b>Fund 06 Ending Balance</b>	<b>781</b>
LAIF Fund 10 - Recycled Water Project	
Beginning Balance (Fund 10)	0
Net Transfer from (to) Fund 11	0
Fair Value Factor for quarter ending 06/30/2024	0
Interest (Pd quarterly - Int. Rate 4.00%)	0
<b>Fund 10 Ending Balance</b>	<b>0</b>
LAIF Fund 11 - Operating Fund	
Beginning Balance (Fund 11)	16,064,204
Net Transfer from (to) Fund 04	48,142
Net Transfer from (to) Fund 06	0
Net Transfer from (to) Fund 12	60,484
Net Transfer from (to) Fund 13	719,287
Fund Transfer from (to) LAIF - WF	8,000,000
Fair Value Factor for quarter ending 06/30/2024	0
Interest (Pd quarterly - Int. Rate 4.00%)	0
<b>Fund 11 Ending Balance</b>	<b>24,892,117</b>
LAIF Fund 12 - Reserve Fund	
Beginning Balance (Fund 12)	26,187,482
Net Transfer from (to) Fund 11	(60,484)
Fair Value Factor for quarter ending 06/30/2024	0
Interest (Pd quarterly - Int. Rate 4.00%)	0
<b>Fund 12 Ending Balance</b>	<b>26,126,998</b>
LAIF Fund 13 - Capital Improvement Fund	
Beginning Balance	12,038,045
Connection Fees	(725,640)
(Disbursements) or Reimbursements	6,353
Net Transfer from (to) Fund 11	(719,287)
Fair Value Factor for quarter ending 06/30/2024	0
Interest (Pd quarterly - Int. Rate 4.00%)	0
<b>Fund 13 Ending Balance</b>	<b>11,318,758</b>
<b>TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13</b>	<b>62,888,413</b>

**CASH IN CHECKING ACCOUNT**

**WELLS FARGO - FUND 11**

Beginning Balance	12,649,828
Deposits	462,153
Fund Transfer from (to) LAIF (net)	(8,000,000)
Disbursements and Payroll	(1,000,917)
<b>Wells Fargo Ending Balance</b>	<b>4,111,064</b>

**CALTRUST - FUND 11**

Beginning Balance	1,105,208
Interest Income	3,428
Unrealized Gain / <Loss>	(7,878)
<b>CalTRUST Ending Balance</b>	<b>1,100,758</b>

<b>TOTAL WELLS FARGO AND CALTRUST CHECKING</b>	<b>5,211,822</b>
<b>TOTAL CASH AND INVESTMENTS</b>	<b>68,100,235</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**

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** MONTHLY INVESTMENT REPORT FOR THE PERIOD ENDING  
FEBRUARY 29, 2024

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

There is no fiscal impact from this report.

**Environmental Review**

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

**Background**

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

**Recommendation**

Receive and file the monthly investment report for the period ending February 29, 2024.

**Attachments**

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



Valley Sanitary District  
Investment Report  
For the Month Ending February 29, 2024

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
<b>Cash and Cash Equivalents</b>					
Wells Fargo - Checking	\$ 4,111,064	\$ 4,111,064	0.00%	n/a	3.85%
State of California Local Agency Investment Fund (LAIF)	54,888,414	62,888,414	4.12%	n/a	58.86%
<b>Restricted Funds</b>					
CalTRUST					
Debt Service Reserve Fund -SWRCB Loan	1,105,208	1,100,758	5.48%	n/a	1.03%
<b>Funds Held by Fiscal Agents</b>					
Argent Institutional Trust					
Banc of America Public Capital Corp	38,735,054	38,735,054	4.69%	n/a	36.26%
<b>Total Investment Portfolio</b>	<b>\$ 98,839,739</b>	<b>\$ 106,835,290</b>			<b>100.00%</b>

Blended Yield of Cash and Investments	2.06%
---------------------------------------	-------

<b>Benchmarks:</b>	
LAIF	4.12%
CalTRUST	5.48%
Banc of America Public Capital Corp	4.69%

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

*Jeanette Juarez*

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Jeanette Juarez, Chief Administrative Officer

**SUMMARY OF CASH AND INVESTMENTS**

FOR THE PERIOD: 02/01/2024 TO 02/29/2024 (UNAUDITED)

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

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<b>TOTAL CASH AND INVESTMENTS</b>	<b>68,100,235</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).

California State Treasurer  
**Fiona Ma, CPA**



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

March 05, 2024

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

VALLEY SANITARY DISTRICT

SECRETARY/TREASURER  
 45500 VAN BUREN  
 INDIO, CA 92201

Tran Type Definitions

Account Number: XXXXXXXXXX

February 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
2/12/2024	2/7/2024	RD	1747920	1708341	JEANETTE JUAREZ	8,000,000.00

Account Summary

Total Deposit:	8,000,000.00	Beginning Balance:	54,888,413.62
Total Withdrawal:	0.00	Ending Balance:	62,888,413.62



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

## Investment Account Summary

02/01/2024 through 02/29/2024

### SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Feb 29 (\$)	Value on Feb 29 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
VALLEY SANITARY DISTRICT	██████████					
CalTRUST Medium Term Fund	██████████	112,898.292	9.75	1,100,758.35	1,138,764.55	(38,006.20)
Portfolios Total value as of 02/29/2024				1,100,758.35		

### DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
		<b>VALLEY SANITARY DISTRICT</b>					Account Number: ██████████	
Beginning Balance	02/01/2024			112,546.662	9.82	1,105,208.22		
Accrual Income Div Reinvestment	02/29/2024	3,428.39	351.630	112,898.292	9.75	1,100,758.35	0.00	0.00
Change in Value						(7,878.26)		
Closing Balance as of	Feb 29			112,898.292	9.75	1,100,758.35		

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



Argent Institutional Trust  
5901 Peachtree Dunwoody Ste C495  
Atlanta, GA 30328

# ACCOUNT STATEMENT

ACCOUNT NUMBER: [REDACTED]  
FEBRUARY 01, 2024 TO FEBRUARY 29, 2024

5

VALLEY SANITARY DISTRICT  
ATTN: BUSINESS SERVICES MANAGE  
45500 VAN BUREN ST  
INDIO CA 92201-3435

1-8-5

2024 MAR 11 3:46 PM



ACCOUNT NAME:	<b>VALLEY SANITARY DISTRICT BANC OF AMERICA PUBLIC CAPITAL CORP</b>
ACCOUNT NUMBER:	[REDACTED]
ADMINISTRATIVE OFFICER:	[REDACTED] [REDACTED] [REDACTED]
INVESTMENT OFFICER:	<b>DIRECTED</b>

## YOU, FIRST.

Thank you for your business. If you have questions about your account statement, please contact your Administrative Officer listed in the shaded box at the top of this statement.

### \*\*\*IMPORTANT NOTICE\*\*\*

Argent Institutional Trust-formerly TMI- has changed accounting platforms. Be advised your account number [REDACTED]

ACCOUNT NUMBER [REDACTED]  
 FEBRUARY 01, 2024 TO FEBRUARY 29, 2024

## ACCOUNT ACTIVITY SUMMARY

	THIS PERIOD	YEAR TO DATE
<b>BEGINNING MARKET VALUE</b>	<b>38,577,898.63</b>	<b>39,927,046.21</b>
DEPOSITS	0.00	167,458.24
INCOME	158,794.99	158,794.99
DISBURSEMENTS	1,640.00-	1,518,245.82-
<b>ENDING MARKET VALUE</b>	<b>38,735,053.62</b>	<b>38,735,053.62</b>

## PORTFOLIO HOLDINGS

QUANTITY	DESCRIPTION	MARKET VALUE	COST BASIS
<b>CASH AND EQUIVALENTS</b>			
38,735,053.620	38141W257 GOLDMAN SACHS FINANCIAL SQUARE GOVERNMENT FUND	38,735,053.62	38,735,053.62
<b>TOTAL</b>	<b>CASH AND EQUIVALENTS</b>	<b>38,735,053.62</b>	<b>38,735,053.62</b>
<b>GRAND TOTAL ASSETS</b>		<b>38,735,053.62</b>	<b>38,735,053.62</b>

## TRANSACTION DETAIL

DATE	DESCRIPTION	CASH	COST	GAIN / LOSS
02/01/24	<b>BEGINNING BALANCE</b>	0.00	38,577,898.63	
02/02/24	38141W257 DIVIDEND ON GOLDMAN SACHS FINANCIAL SQUARE GOVERNMENT FUND PAYABLE 02/01/2024 EFFECTIVE 02/01/2024	158,794.99		
02/15/24	PAID VIA WIRE SOFFA ELECTRIC INC	1,640.00-		
	38141W257 NET DEPOSIT GOLDMAN SACHS FINANCIAL SQUARE GOVERNMENT FUND	157,154.99-	157,154.99	
02/29/24	<b>ENDING BALANCE</b>	0.00	38,735,053.62	0.00

## DISCLOSURE

Pricing for securities traded on the exchange is provided by third party sources. While sources used for pricing publicly traded securities are considered reliable, the prices displayed on your statement may or may not be based on actual trades, bid/ask information or vendor evaluations. As such, the prices displayed on your statement may or may not reflect actual trade prices you would receive in the current market. It is possible prices for certain securities may vary widely at the time of trade execution in comparison to valuation prices displayed for statement purposes. Securities not traded on an exchange are valued by a variety of sources, which may include issuer-provided or client-provided information. As such, the current statement will reflect the value of the asset based on its last known valuation which may not coincide with the statement reporting period. Argent Trust Company, or any of its affiliates, does not guarantee the accuracy, reliability, completeness or attainability of any pricing information provided by third





**Valley Sanitary District**

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** MONTHLY CREDIT CARD REPORT FOR THE PERIOD ENDING  
FEBRUARY 29, 2024

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The total charges incurred for the credit card statement ending February 29, 2024, are \$22,127.26.

**Environmental Review**

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

**Background**

The attached report summarizes the District's credit card expenditures for the statement ending February 29, 2024.

**Recommendation**

Approve the credit card report for the period ending February 29, 2024.

**Attachments**

[5.5 Attachment A UMQUA Credit Card Statement February\\_Redacted.pdf](#)

[5.5 Attachment B Credit Card Transaction February 2024.xlsx](#)





**Account Summary**




Billing Cycle		02/29/2024
Days In Billing Cycle		29
Previous Balance		\$5,137.88
Purchases	+	\$22,921.32
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$794.06-
Payments	-	\$5,137.88-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$22,127.26**

**Credit Summary**

Total Credit Line	\$75,000.00
Available Credit Line	\$52,872.74
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

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

**Payment Summary**

<b>NEW BALANCE</b>	<b>\$22,127.26</b>
<b>MINIMUM PAYMENT</b>	<b>\$22,127.26</b>
<b>PAYMENT DUE DATE</b>	<b>03/25/2024</b>

*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**

Trans Date	Post Date	Reference Number	Transaction Description	Amount
<b>TOTAL CORPORATE ACTIVITY</b>				<b>\$5,137.88-</b>
02/11	02/11	74807254040111111111111	AUTO PMT FROM ACCT [REDACTED]	\$5,137.88-

**Cardholder Account Summary**

JEANETTE JUAREZ #### #### #### 4756	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$0.00	\$2,011.56	\$0.00	\$2,011.56

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/02	02/04	PPLN01	24943004034894034017523	DLR FRONT DESK GCH ANAHEIM CA	\$892.71
02/03	02/04	PPLN01	24492154034743118906309	ADOBE INC. 408-536-6000 CA	\$263.89
02/08	02/09	PPLN01	24692164039100010510212	SQ *TKB BAKERY & DELI gosq.com CA	\$231.56
02/16	02/18	PPLN01	24137464048001592579144	USPS PO 0536780201 INDIO CA	\$5.08

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
02/29/24	\$22,127.26	\$22,127.26	03/25/24

\$



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

MAKE CHECK PAYABLE TO:



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

**IMPORTANT INFORMATION**

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

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

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

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

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

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

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

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

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

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

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

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

**BILLING RIGHTS SUMMARY**

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

In your letter, give us the following information:

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

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

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

Please use blue or black ink to complete form

**NAME CHANGE**

Last

First  Middle

**ADDRESS CHANGE**

Street

City  State  ZIP Code

Home Phone (  )  -  Business Phone (  )  -

Cell Phone (  )  -  E-mail Address

**SIGNATURE REQUIRED TO AUTHORIZE CHANGES**

Signature \_\_\_\_\_

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/19	02/20	PPLN01	24692164050108484666893	CCSI EFAX 323-817-3205 CA	\$18.99
02/20	02/21	PPLN01	24692164051109402537439	SQ *TKB BAKERY & DELI gosq.com CA	\$308.75
02/20	02/21	PPLN01	24692164051109426049841	SQ *TKB BAKERY & DELI gosq.com CA	\$154.38
02/20	02/22	PPLN01	24412904052030024261678	AROUND THE CLOCK CALL CTR 888-711-1956 CA	\$136.20

Cardholder Account Summary				
RON BUCHWALD ### ## 6000	Payments & Other Credits \$0.00	Purchases & Other Charges \$61.14	Cash Advances \$0.00	Total Activity \$61.14

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/26	02/27	PPLN01	24251384057027018811116	HUERTAS RESTAURANT INDIO CA	\$61.14

Cardholder Account Summary				
HEBERTO MORENO ### ## 6026	Payments & Other Credits \$0.00	Purchases & Other Charges \$6,818.98	Cash Advances \$0.00	Total Activity \$6,818.98

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/08	02/09	PPLN01	24492164039000027196421	WWW.INLAND-GROUP.COM 190-98239955 CA	\$4,710.68
02/09	02/11	PPLN01	24692164040101013232272	TYL*INDIO SERV FEE 972-713-3700 TX	\$61.41
02/09	02/11	PPLN01	24692164040101013242792	INDIOCA*MISC GOV 760-391-4115 CA	\$2,046.89

Cardholder Account Summary				
SCOTT SEAR ### ## 6109	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,279.55	Cash Advances \$0.00	Total Activity \$1,279.55

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/30	02/01	PPLN01	24692164031106359605404	UNITED 0162360833674 UNITED.COM TX SEAR/SCOTT 022524 PSP DEN UA U X IAD UA U O DEN UA V O PSP UA W O	\$1,173.55
01/30	02/01	PPLN01	24692164031106361518371	UNITED 0164272519576 UNITED.COM TX	\$22.00
01/30	02/01	PPLN01	24692164031106361518389	UNITED 0164272519577 UNITED.COM TX	\$31.00
01/30	02/01	PPLN01	24692164031106361518397	UNITED 0164272519578 UNITED.COM TX	\$31.00
01/30	02/01	PPLN01	24692164031106361518405	UNITED 0164272519579 UNITED.COM TX	\$22.00

Cardholder Account Summary				
EDUARDO LUNA ### ## 9557	Payments & Other Credits \$100.00-	Purchases & Other Charges \$489.42	Cash Advances \$0.00	Total Activity \$389.42

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/01	02/04	PPLN01	24323034033200820200075	WCSCG-PALM SPRINGS THERMAL CA	\$281.02
02/01	02/04	PPLN01	24943014033010182368374	THE HOME DEPOT #6874 INDIO CA	\$132.50
02/14	02/15	PPLN01	24431064046091454000019	ACE HARDWARE COACHELLA COACHELLA CA	\$42.20
02/15	02/16		74435654046839207489221	CREDIT VOUCHER FERGUSON ENT HVA 568 PALM DESERT CA	\$100.00-

**Cardholder Account Detail Continued**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/15	02/18	PPLN01	24941684047081600714867	REECE PLUMBING-2020 817-870-2227 CA	\$33.70

**Cardholder Account Summary**

BRANDEN RODRIGUEZ #### #### #### 9565	Payments & Other Credits \$0.00	Purchases & Other Charges \$433.65	Cash Advances \$0.00	Total Activity \$433.65
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/14	02/16	PPLN01	24164074046105001336254	STAPLES 00113241 LA QUINTA CA	\$43.49
02/14	02/16	PPLN01	24164074046105005322045	STAPLES 00113241 LA QUINTA CA	\$41.33
02/15	02/16	PPLN01	24692164046105227308871	AMZN Mktp US*RB23P3UP1 Amzn.com/bill WA	\$9.23
02/16	02/18	PPLN01	24692164047105913932967	AMZN Mktp US*RI1A81YG0 Amzn.com/bill WA	\$8.17
02/21	02/22	PPLN01	24692164052100171350780	SQ *TKB BAKERY & DELI gosq.com CA	\$15.21
02/21	02/23	PPLN01	24034544053002472285716	7-ELEVEN 38595 INDIO CA	\$17.38
02/22	02/23	PPLN01	24055234054091592616976	YOUR PIE INDIO OLO olo.com CA	\$158.84
02/27	02/29	PPLN01	24202984059030034682748	California Association Of 800-592-1970 CA	\$140.00

**Cardholder Account Summary**

HOLLY GOULD #### #### #### 7260	Payments & Other Credits \$670.00-	Purchases & Other Charges \$4,498.47	Cash Advances \$0.00	Total Activity \$3,828.47
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/01	02/02	PPLN01	24493984033206133903404	BACKGROUNDS ONLINE 800-838-4804 CA	\$33.50
02/01	02/04	PPLN01	24388944033630192706063	GG *GFWC WOMANS CLUB O 503-5970395 CA	\$250.00
02/08	02/08	PPLN01	24204294038002271737053	Dropbox GKSGYHSBXT9B 415-8576933 CA	\$540.00
02/06	02/08	PPLN01	24000974038060704129465	FANTASY SPRINGS RESORT 760-3425000 CA	\$1,875.39
02/08	02/09	PPLN01	24801974040690811554317	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$98.00
02/08	02/09	PPLN01	24801974040690811569836	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$221.00
02/08	02/09	PPLN01	24116414040400639035219	FD *CA DMV VFC clover.com CA	\$1.00
02/08	02/09	PPLN01	24116414040400019035219	FD *CA DMV VFC *SVC clover.com CA	\$0.02
02/11	02/11	PPLN01	24692164042102057177827	Amazon.com*RB1139KX2 Amzn.com/bill WA	\$249.04
02/10	02/11	PPLN01	24692164041101210548933	AMZN Mktp US*RI0LB3FE0 Amzn.com/bill WA	\$64.99
02/12	02/13	PPLN01	24226384044091007202628	WAL-MART #2181 INDIO CA	\$109.68
02/13	02/14	PPLN01	24692164044103663112495	ANYPROMO.COM 909-628-9955 CA	\$405.42
02/13	02/15		74207854045167901072355	CREDIT VOUCHER CALIFORNIA ASSOCIATION OF 916-4460388 CA	\$670.00-
02/16	02/18	PPLN01	24431064047083738337480	AMZN MKTP US*RI4PA3M62 SEATTLE WA	\$217.44
02/20	02/21	PPLN01	24226384052091002763573	WAL-MART #2181 INDIO CA	\$143.99
02/22	02/25	PPLN01	24198804056407992070869	PAYPAL *AALRR SAN JOSE CA	\$289.00

**Cardholder Account Summary**

ANNA BELL #### #### #### 7278	Payments & Other Credits \$0.00	Purchases & Other Charges \$726.00	Cash Advances \$0.00	Total Activity \$726.00
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/05	02/07	PPLN01	24692164037101293929733	DELTA BY MARRIOTT GARDEN GROVE CA	\$219.54
02/07	02/09	PPLN01	24692164039102863003584	DELTA BY MARRIOTT GARDEN GROVE CA	\$506.46

Cardholder Account Summary					
<b>JIMMY GARCIA</b> #### #### #### 7450		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,320.00	Cash Advances \$0.00	Total Activity \$1,320.00

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/01	02/02	PPLN01	24231684033837000054161	SMART AND FINAL 718 COACHELLA CA	\$289.42
02/05	02/07	PPLN01	24941684037081749419792	REECE PLUMBING-2020 INDIO CA	\$69.45
02/05	02/07	PPLN01	24943014037010177771208	THE HOME DEPOT #6630 LA QUINTA CA	\$119.07
02/05	02/07	PPLN01	24137464038001437440199	TRACTOR SUPPLY #2357 INDIO CA	\$76.10
02/06	02/08	PPLN01	24692164038102093721899	THE HOME DEPOT 6874 INDIO CA	\$339.39
02/06	02/08	PPLN01	24692164038102093721931	THE HOME DEPOT 6874 INDIO CA	\$419.23
02/13	02/14	PPLN01	24355894044406082855853	VALLEY LOCK AND SAFE 760-5685397 CA	\$7.34

Cardholder Account Summary					
<b>DAVE COMMONS</b> #### #### #### 7327		Payments & Other Credits \$24.06-	Purchases & Other Charges \$439.75	Cash Advances \$0.00	Total Activity \$415.69

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/02	02/02	PPLN01	24692164033107700567226	AWWA.ORG 303-347-6197 CO	\$171.50
02/02	02/04	PPLN01	24226384034360101470643	WAL-MART #2181 INDIO CA	\$20.52
02/02	02/04	PPLN01	24445004034400210656085	WM SUPERCENTER #2181 INDIO CA	\$30.77
02/03	02/04	PPLN01	24492154034715089946688	ADOBE INC. 408-536-6000 CA	\$19.99
02/02	02/04		74455014033142000538907	CREDIT VOUCHER WAL-MART #2181 SE2 INDIO CA	\$24.06-
02/06	02/07	PPLN01	24692164038101610505454	AMZN Mkt US*R25P82241 Amzn.com/bill WA	\$86.43
02/15	02/16	PPLN01	24692164046105530305606	AMZN Mkt US*RI2EO4IH0 Amzn.com/bill WA	\$110.54

Cardholder Account Summary					
<b>DEBRA CANERO</b> #### #### #### 2806		Payments & Other Credits \$0.00	Purchases & Other Charges \$23.16	Cash Advances \$0.00	Total Activity \$23.16

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/22	02/23	PPLN01	24692164053101036386430	SQ *UVC INC Washington DC	\$23.16

Cardholder Account Summary					
<b>TINO TIJERINA</b> #### #### #### 5301		Payments & Other Credits \$0.00	Purchases & Other Charges \$2,120.68	Cash Advances \$0.00	Total Activity \$2,120.68

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/08	02/09	PPLN01	24692164039100014559678	SQ *TKB BAKERY & DELI Indio CA	\$163.56
02/09	02/11	PPLN01	24941444040200756300323	WHITE CAP #008 INDIO CA	\$373.62
02/09	02/11	PPLN01	24943014041010182321605	THE HOME DEPOT #6874 INDIO CA	\$68.29
02/08	02/11	PPLN01	24943014040010182490096	THE HOME DEPOT #6874 INDIO CA	\$62.64
02/13	02/15	PPLN01	24692164045104597192149	THE HOME DEPOT 6874 INDIO CA	\$279.16
02/14	02/15	PPLN01	24231684046837000079411	SMART AND FINAL 718 COACHELLA CA	\$99.55
02/14	02/15	PPLN01	24355894045406088568608	VALLEY LOCK AND SAFE 760-5685397 CA	\$161.88
02/15	02/16	PPLN01	24355894046406093576132	VALLEY LOCK AND SAFE 760-5685397 CA	\$45.57
02/16	02/19	PPLN01	24037244049900014030139	FOSTERS FREEZE 2508 CHIRIACO SUMM CA	\$31.56
02/20	02/22	PPLN01	24943014052010178566227	THE HOME DEPOT #6874 INDIO CA	\$112.39
02/22	02/25	PPLN01	24943014054010178662222	THE HOME DEPOT #6874 INDIO CA	\$195.20
02/27	02/28	PPLN01	24692164058105142127872	NOR*NORTHERN TOOL 800-222-5381 MN	\$273.97
02/27	02/29	PPLN01	24943014059010183152057	THE HOME DEPOT #6874 INDIO CA	\$79.30

**Cardholder Account Detail Continued**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/28	02/29	PPLN01	24692164059105908170479	AMZN Mktp US*RZ2W43WV0 Amzn.com/bill WA	\$173.99

**Cardholder Account Summary**

<b>JASON DAFFORN</b> #### #### #### 7175	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$42.57	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$42.57
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/01	02/01	PPLN01	24692164032106856569490	Palm Sp Desert Sun 888-426-0491 IN	\$14.99
02/28	02/29	PPLN01	24692164059105807434117	SQ *UVC INC Washington DC	\$15.87
02/28	02/29	PPLN01	24116414060970538404794	RAYBURN CAFE WASHINGTON DC	\$11.71

**Cardholder Account Summary**

<b>JAMES MILLS</b> #### #### #### 0168	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$2,656.39	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$2,656.39
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/05	02/06	PPLN01	24492154036713441133705	HACH COMPANY 970-663-1377 CO	\$1,583.40
02/06	02/07	PPLN01	24692164037101516119062	LOWES #00907* 866-483-7521 NC	\$385.91
02/07	02/08	PPLN01	24692164038102252074957	AMZN Mktp US*RB7EY7670 Amzn.com/bill WA	\$206.60
02/10	02/11	PPLN01	24692164041101049154846	BRIMAR INDUSTRIES 973-340-7889 NJ	\$278.44
02/09	02/11	PPLN01	24943014041010182320086	THE HOME DEPOT #6874 INDIO CA	\$55.45
02/13	02/13	PPLN01	24692164044103530608055	AMZN Mktp US*RB5YT3B91 Amzn.com/bill WA	\$7.93
02/14	02/16	PPLN01	24692164046105450217096	TST* CHICK NEXT DOOR - CO Coachella CA	\$74.97
02/16	02/18	PPLN01	24943014048010178314278	THE HOME DEPOT #6874 INDIO CA	\$54.35
02/29	02/29	PPLN01	24692164060106181763466	AMZN Mktp US*RW8HZ82L1 Amzn.com/bill WA	\$9.34

**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 03/10/24 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$22127.26

**Finance Charge Summary / Plan Level Information**

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PPLN01 001	PURCHASE	E	\$0.00	0.06008%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$22,127.26
<b>Cash</b>									
CPLN01 001	CASH	A	\$0.00	0.06554%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 29		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
<sup>1</sup> FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

Diverted From Cardholder Name	Tran Date	Post Date	Merchant Name	MCC Description	Debits	Credits
ANNA BELL	2/7/2024	2/9/2024	DELTA BY MARRIOTT	Delta Hotels	\$506.46	
ANNA BELL	2/5/2024	2/7/2024	DELTA BY MARRIOTT	Delta Hotels	\$219.54	
BRANDEN RODRIGUEZ	2/27/2024	2/29/2024	California Association Of	Membership Organizations Not Elsewher	\$140.00	
BRANDEN RODRIGUEZ	2/21/2024	2/23/2024	7-ELEVEN 38595	Service Stations	\$17.38	
BRANDEN RODRIGUEZ	2/22/2024	2/23/2024	YOUR PIE INDIO OLO	Eating Places Restaurants	\$158.84	
BRANDEN RODRIGUEZ	2/21/2024	2/22/2024	SO *TKB BAKERY & DELI	Express Payment Services (Fast Food)	\$15.21	
BRANDEN RODRIGUEZ	2/16/2024	2/18/2024	AMZN Mktp US*R1A81YGO	Book Stores	\$8.17	
BRANDEN RODRIGUEZ	2/15/2024	2/16/2024	AMZN Mktp US*RB23P3UP1	Book Stores	\$9.23	
BRANDEN RODRIGUEZ	2/14/2024	2/16/2024	STAPLES 00113241	Stationery Office & School Supply Sto	\$41.33	
BRANDEN RODRIGUEZ	2/14/2024	2/16/2024	STAPLES 00113241	Stationery Office & School Supply Sto	\$43.49	
DAVE COMMONS	2/15/2024	2/16/2024	AMZN Mktp US*R12E04IH0	Book Stores	\$110.54	
DAVE COMMONS	2/6/2024	2/7/2024	AMZN Mktp US*R25P82Z41	Book Stores	\$86.43	
DAVE COMMONS	2/2/2024	2/4/2024	WM SUPERCENTER #2181	Grocery Stores Supermarkets	\$30.77	
DAVE COMMONS	2/2/2024	2/4/2024	WAL-MART #2181	Grocery Stores Supermarkets	\$20.52	
DAVE COMMONS	2/3/2024	2/4/2024	ADOBE INC.	Computer Software	\$19.99	
DAVE COMMONS	2/2/2024	2/4/2024	WAL-MART #2181 SE2	Grocery Stores Supermarkets	(\$24.06)	(\$24.06)
DAVE COMMONS	2/2/2024	2/2/2024	AWWA ORG	Charitable And Social Service Organiza	\$171.50	
DEBRA CANERO	2/22/2024	2/23/2024	SO *UVC INC	Taxicabs/Limosines	\$23.16	
EDUARDO LUNA	2/15/2024	2/18/2024	REECE PLUMBING-2020	Industrial Supplies Not Elsewhere Clas	\$33.70	
EDUARDO LUNA	2/15/2024	2/16/2024	FERGUSON ENT HVA 568	Plumbing And Heating Equipment And Sup	(\$100.00)	(\$100.00)
EDUARDO LUNA	2/14/2024	2/15/2024	ACE HARDWARE COACHELLA	Hardware Stores	\$42.20	
EDUARDO LUNA	2/1/2024	2/4/2024	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$132.50	
EDUARDO LUNA	2/1/2024	2/4/2024	WCSG-PALM SPRINGS	Durable Goods Not Elsewhere Classified	\$281.02	
HEBERTO MORENO	2/9/2024	2/11/2024	INDIOCA*MISC GOV	Government Services Not Elsewhere Clas	\$2,046.89	
HEBERTO MORENO	2/9/2024	2/11/2024	TYL*INDIO SERV FEE	Government Services Not Elsewhere Clas	\$61.41	
HEBERTO MORENO	2/8/2024	2/9/2024	WWW.INLAND-GROUP.COM	Automotive Parts Accessories Stores	\$4,710.68	
HOLLY GOULD	2/22/2024	2/25/2024	PAYPAL *AALRR	Management Consulting And P. R. Servi	\$289.00	
HOLLY GOULD	2/20/2024	2/21/2024	WAL-MART #2181	Grocery Stores Supermarkets	\$143.99	
HOLLY GOULD	2/16/2024	2/18/2024	AMZN MKTP US*R14PA3M62	Book Stores	\$217.44	
HOLLY GOULD	2/13/2024	2/15/2024	CALIFORNIA ASSOCIATION OF	Membership Organizations Not Elsewher	(\$670.00)	(\$670.00)
HOLLY GOULD	2/13/2024	2/14/2024	ANYPROMO.COM	Miscellaneous General Merchandise	\$405.42	
HOLLY GOULD	2/12/2024	2/13/2024	WAL-MART #2181	Grocery Stores Supermarkets	\$109.68	
HOLLY GOULD	2/10/2024	2/11/2024	AMZN Mktp US*RIOLB3FE0	Book Stores	\$64.99	
HOLLY GOULD	2/11/2024	2/11/2024	Amazon.com*RB1139KX2	Book Stores	\$249.04	
HOLLY GOULD	2/8/2024	2/9/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$221.00	
HOLLY GOULD	2/8/2024	2/9/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$98.00	
HOLLY GOULD	2/8/2024	2/9/2024	FD *CA DMV VFC *SVC	Government Services Not Elsewhere Clas	\$0.02	
HOLLY GOULD	2/8/2024	2/9/2024	FD *CA DMV VFC	Government Services Not Elsewhere Clas	\$1.00	
HOLLY GOULD	2/8/2024	2/8/2024	Dropbox GKSGYHSBXT9B	Computer Network/Information Services	\$540.00	
HOLLY GOULD	2/6/2024	2/8/2024	FANTASY SPRINGS RESORT	Hotels Motels Resorts - Lodging	\$1,875.39	
HOLLY GOULD	2/1/2024	2/4/2024	GG *GFWC WOMANS CLUB O	Charitable And Social Service Organiza	\$250.00	
HOLLY GOULD	2/1/2024	2/2/2024	BACKGROUNDS ONLINE	Information Retrieval Services	\$33.50	
JAMES MILLS	2/29/2024	2/29/2024	AMZN Mktp US*RW8HZ82L1	Book Stores	\$9.34	
JAMES MILLS	2/16/2024	2/18/2024	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$54.35	
JAMES MILLS	2/14/2024	2/16/2024	TST* CHICK NEXT DOOR - CO	Eating Places Restaurants	\$74.97	
JAMES MILLS	2/13/2024	2/13/2024	AMZN Mktp US*RB5YT3B91	Book Stores	\$7.93	
JAMES MILLS	2/10/2024	2/11/2024	BRIMAR INDUSTRIES	Durable Goods Not Elsewhere Classified	\$278.44	
JAMES MILLS	2/9/2024	2/11/2024	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$55.45	
JAMES MILLS	2/7/2024	2/8/2024	AMZN Mktp US*RB7EY7670	Book Stores	\$206.60	
JAMES MILLS	2/6/2024	2/7/2024	LOWES #09097*	Home Supply Warehouse Stores	\$385.91	
JAMES MILLS	2/5/2024	2/6/2024	HACH COMPANY	Chemicals And Allied Products Not Else	\$1,583.40	
JASON DAFFORN	2/28/2024	2/29/2024	SO *UVC INC	Taxicabs/Limosines	\$15.87	
JASON DAFFORN	2/28/2024	2/29/2024	RAYBURN CAFE	Express Payment Services (Fast Food)	\$11.71	
JASON DAFFORN	2/1/2024	2/1/2024	Palm Sp Desert Sun	Continuity/Subscription Merchants	\$14.99	
JEANETTE JUAREZ	2/20/2024	2/22/2024	AROUND THE CLOCK CALL CTR	Miscellaneous & Specialty Retail Store	\$136.20	
JEANETTE JUAREZ	2/20/2024	2/21/2024	SO *TKB BAKERY & DELI	Express Payment Services (Fast Food)	\$154.38	
JEANETTE JUAREZ	2/20/2024	2/21/2024	SO *TKB BAKERY & DELI	Express Payment Services (Fast Food)	\$308.75	
JEANETTE JUAREZ	2/19/2024	2/20/2024	CCSI EFAX	Continuity/Subscription Merchants	\$18.99	
JEANETTE JUAREZ	2/16/2024	2/18/2024	USPS PO 0536780201	Postage Stamps	\$5.08	
JEANETTE JUAREZ	2/8/2024	2/9/2024	SO *TKB BAKERY & DELI	Express Payment Services (Fast Food)	\$231.56	
JEANETTE JUAREZ	2/2/2024	2/4/2024	DLR FRONT DESK GCH	Disney Resorts	\$892.71	
JEANETTE JUAREZ	2/3/2024	2/4/2024	ADOBE INC.	Computer Software	\$263.89	
JIMMY GARCIA	2/13/2024	2/14/2024	VALLEY LOCK AND SAFE	Business Services Not Elsewhere Classi	\$7.34	
JIMMY GARCIA	2/6/2024	2/8/2024	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$419.23	
JIMMY GARCIA	2/6/2024	2/8/2024	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$339.39	
JIMMY GARCIA	2/5/2024	2/7/2024	TRACTOR SUPPLY #2357	Miscellaneous Automotive Dealers Not E	\$76.10	
JIMMY GARCIA	2/5/2024	2/7/2024	THE HOME DEPOT #6630	Home Supply Warehouse Stores	\$119.07	
JIMMY GARCIA	2/5/2024	2/7/2024	REECE PLUMBING-2020	Industrial Supplies Not Elsewhere Clas	\$69.45	
JIMMY GARCIA	2/1/2024	2/2/2024	SMART AND FINAL 718	Grocery Stores Supermarkets	\$289.42	
RON BUCHWALD	2/26/2024	2/27/2024	HUERTAS RESTAURANT	Eating Places Restaurants	\$61.14	
SCOTT SEAR	1/30/2024	2/1/2024	UNITED 0164272519579	United Airlines	\$22.00	
SCOTT SEAR	1/30/2024	2/1/2024	UNITED 0164272519578	United Airlines	\$31.00	
SCOTT SEAR	1/30/2024	2/1/2024	UNITED 0164272519577	United Airlines	\$31.00	
SCOTT SEAR	1/30/2024	2/1/2024	UNITED 0164272519576	United Airlines	\$22.00	
SCOTT SEAR	1/30/2024	2/1/2024	UNITED 0162360833674	United Airlines	\$1,173.55	
TINO TIJERINA	2/28/2024	2/29/2024	AMZN Mktp US*R22W43WV0	Book Stores	\$173.99	
TINO TIJERINA	2/27/2024	2/29/2024	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$79.30	
TINO TIJERINA	2/27/2024	2/28/2024	NOR*NORTHERN TOOL	Hardware Stores	\$273.97	
TINO TIJERINA	2/22/2024	2/25/2024	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$195.20	
TINO TIJERINA	2/20/2024	2/22/2024	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$112.39	
TINO TIJERINA	2/16/2024	2/19/2024	FOSTERS FREEZE 2508	Eating Places Restaurants	\$31.56	
TINO TIJERINA	2/15/2024	2/16/2024	VALLEY LOCK AND SAFE	Business Services Not Elsewhere Classi	\$45.57	
TINO TIJERINA	2/14/2024	2/15/2024	SMART AND FINAL 718	Grocery Stores Supermarkets	\$99.55	
TINO TIJERINA	2/14/2024	2/15/2024	VALLEY LOCK AND SAFE	Business Services Not Elsewhere Classi	\$161.88	
TINO TIJERINA	2/13/2024	2/15/2024	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$279.16	
TINO TIJERINA	2/9/2024	2/11/2024	WHITE CAP #008	Construction Materials Not Else Where	\$373.62	
TINO TIJERINA	2/8/2024	2/11/2024	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$62.64	
TINO TIJERINA	2/9/2024	2/11/2024	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$68.29	
TINO TIJERINA	2/8/2024	2/9/2024	SO *TKB BAKERY & DELI	Express Payment Services (Fast Food)	\$163.56	
TINO TIJERINA	2/11/2024	2/11/2024	AUTO PMT FROM ACCT	Payment Adjustment Fee or Finance Charge		(\$5,137.88)
				Total	\$22,127.26	(\$5,931.94)



## Valley Sanitary District

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Jason Dafforn, General Manager  
**SUBJECT:** CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS CALL FOR NOMINATIONS - SEAT A

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### **Suggested Action**

Approve

### **Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

### **Fiscal Impact**

If appointed, the cost is approximately \$2,500 to cover the travel costs to attend the Board meetings in Sacramento.

### **Environmental Review**

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

### **Background**

Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee for election to the CSDA Board of Directors. Representatives are expected to do the following.

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. (CSDA reimburses directors for their related expenses for board and committee meetings as outlined in board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the Spring, and the CSDA Annual Conference - held in the Fall. (CSDA does not reimburse travel related expenses for the two conferences even if a board or committee meeting is held in conjunction with the event; however, registration fees are covered)
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected. (CSDA does not reimburse expenses for the academy classes even if a board or committee meeting is held in conjunction with the event).



A copy of the member district's resolution or minute action along with the Candidate Information Sheet must accompany the Nomination Form. The deadline for receiving nomination applications is April 10, 2024. Nominations and supporting documentation may be mailed or emailed. CSDA will open electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

**Recommendation**

Staff recommends that the Board of Directors discuss nominating a representative from VSD to the CSDA Board of Directors - Seat A.

**Attachments**

[CSDA Call For Nominations Packet.pdf](#)



**California Special  
Districts Association**

**CSDA**

*Districts Stronger Together*

**DATE:** February 5, 2024

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.  
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

**Nomination Procedures:** Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2024. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

***Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.***

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

<b>Northern Network</b>	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
<b>Sierra Network</b>	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
<b>Bay Area Network</b>	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
<b>Central Network</b>	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
<b>Coastal Network</b>	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
<b>Southern Network</b>	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(\* = Incumbent is running for re-election)

**CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024.**

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [amberp@csda.net](mailto:amberp@csda.net) by April 10, 2024 in order to ensure that you will receive a paper ballot on time.*

**CSDA will mail paper ballots on June 10, 2024 per district request only.**

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



California Special  
Districts Association  
*Districts Stronger Together*

## 2024 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS:***

**April 10, 2024 at 5:00 p.m.**



California Special  
Districts Association  
*Districts Stronger Together*

## 2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

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

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

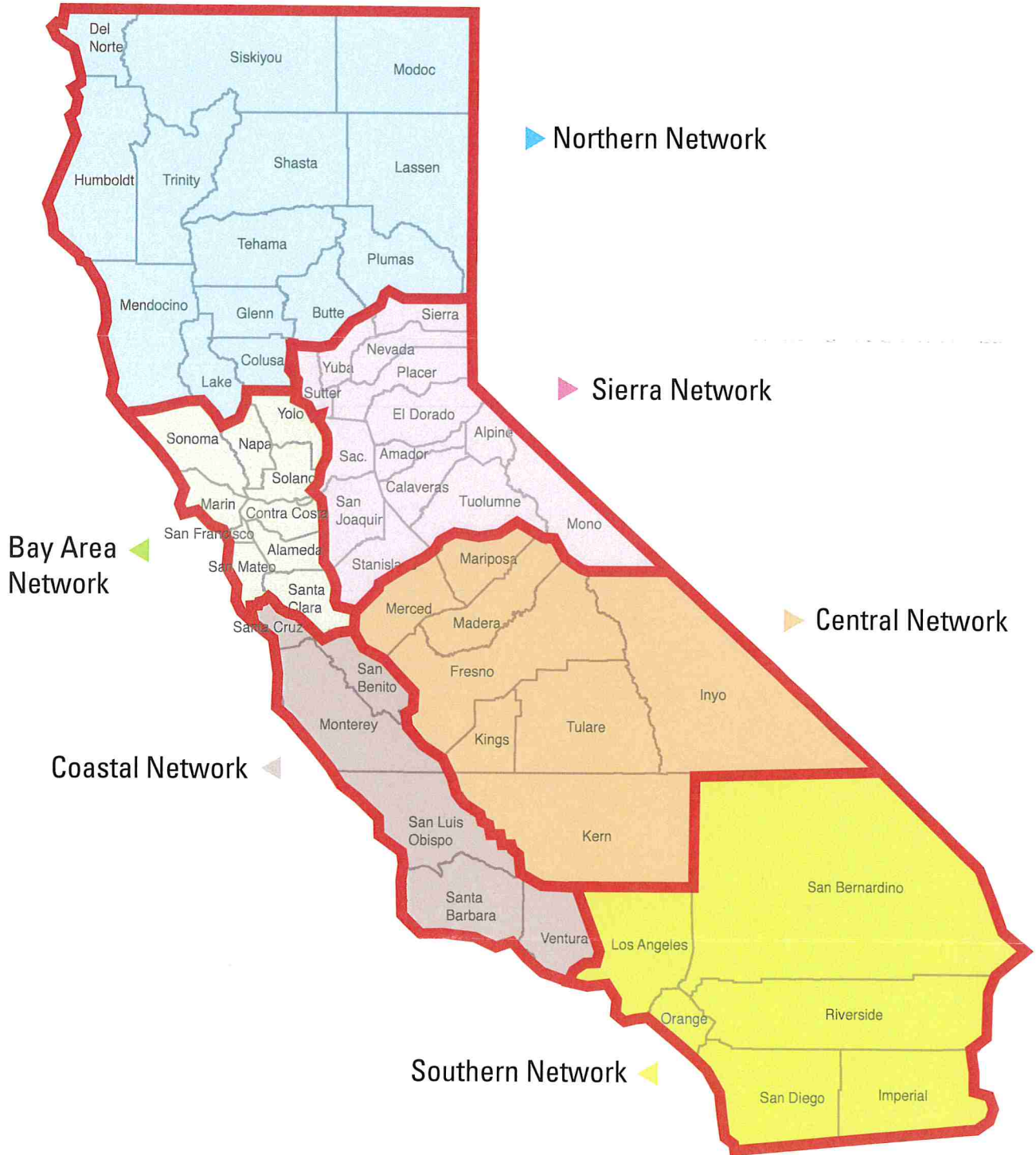
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**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association  
**DISTRICT NETWORKS**







**Agenda Item:** 4 - Establish 2024 Board Elections Timeline  
**Item Type:** Discussion/Action  
**Submitted By:** Amber Phelen, Management Analyst  
**Presented By:** Neil McCormick, Chief Executive Officer  
**Strategic Plan Reference:** 1. Association Governance;  
7. Management/Administration

---

**BACKGROUND:**

The nomination process for the 2024 CSDA Board of Directors, Seat A election is quickly approaching. CSDA Bylaws direct that the Election & Bylaws Committee shall set the timeline for elections each year. Below is a staff recommended timeline for the nomination and election process that complies with the noticing periods outlined in the CSDA bylaws. The timeline works backwards from the CSDA Annual Conference start date which is September 9, 2024 this year.

- February 5**                    **Nomination applications mailed and emailed out**  
125 days to election start on June 9; bylaws requirement = at least 120 days.
- April 10**                    **Nomination application deadline**  
61 days to election start; bylaws requirement = at least 60 days prior to election.
- April 20**                    **Nomination application deadline – Coastal Network**  
Per CSDA Bylaws, the deadline shall be extended by 10 days in a Network where there is no incumbent re-running.
- June 10**                    **Electronic ballot voting begins – current Regular Members**
- July 26**                    **Deadline to receive electronic ballots - current Regular Members**  
45 days until conference; bylaws requirement = at least 45 days.
- July 29 or 30**              **Count ballots and inform candidates of win/loss**

**FISCAL IMPACT:**  
None at this time.

**STAFF RECOMMENDATION:**

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A regular election timeline as presented.





**California Special  
Districts Association**

*Districts Stronger Together*

**Agenda Item:** 5 – Review & Approve 2024 Election Materials

**Item Type:** Discussion/Action

**Submitted By:** Amber Phelen, Management Analyst

**Presented By:** Neil McCormick, Chief Executive Officer

**Strategic Plan Reference:** 1. Association Governance;  
7. Management/Administration

---

**BACKGROUND:**

Attached is a draft of the nomination letter, form, and candidate information sheet which would be sent out to CSDA voting members in good standing for all six Networks as part of the 2024 CSDA Board of Directors, Seat A election.

Additionally, the background information that will be mailed with the ballots is included. A current list of Board Members and their terms are also attached. Seat A Board Members are up for re-election.

**FISCAL IMPACT:**

The annual CSDA Board election process is a 2024 budgeted item.

**STAFF RECOMMENDATION:**

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A election nomination letter, nomination form, candidate information sheet, and ballot letter to be sent to all voting Regular CSDA Members in good standing.



**Valley Sanitary District**

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Jason Dafforn, General Manager  
**SUBJECT:** SELECT ONE (1) EASTERN REGION REGULAR MEMBER AND ONE (1) COUNTYWIDE ALTERNATE MEMBER OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

There is no cost.

**Environmental Review**

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

**Background**

For the LAFCO Regular Special District Member – Eastern Region: A total of two (2) eligible nominations were received for this position. Although candidates were restricted to the Eastern Region area of the County, all members of the SDSC may cast ballots for this position.

For the LAFCO Alternate Special District Member – Countywide: A total of five (5) eligible nominations were received for this position. Candidates for the Alternate Special District Member are not restricted to a Region, and all members of the SDSC may cast ballots for this position.

All members of the SDSC may cast a ballot for one (1) Regular member for the Eastern Region, and one (1) for the Alternate member Countywide. Ballots must be received no later than April 15, 2024.

**Recommendation**

Staff recommends that the Board of Directors select one (1) eastern region regular member and one (1) countywide alternate member of the Riverside Local Agency Formation Commission and authorize the Board President to cast a ballot on behalf of District.

**Attachments**

[2024 SDSC Ballot Instruction Letter.pdf](#)

[2024 SDSC Official Ballot Form- Alternate Member.pdf](#)

[2024 SDSC Official Ballot Form- Regular Member.pdf](#)



February 15, 2024

via electronic mail

**2024 BALLOT INSTRUCTIONS FOR SPECIAL DISTRICT SELECTION COMMITTEE- ONE (1) EASTERN REGION REGULAR MEMBER AND ONE (1) COUNTYWIDE ALTERNATE MEMBER OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION**

**To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):**

**Please read these instructions carefully before completing your ballots.**

As previously announced, a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time, therefore, the selection proceedings are being conducted by electronic mail or regular USPS mail. A nomination period for the positions in the title above was opened on December 15, 2023, and closed at 5:00 p.m. on February 13, 2024.

Enclosed you will find an official election ballot for each position as follows:

**One (1) LAFCO Regular Special District Member – Eastern Region:** A total of two (2) eligible nominations were received for this position. Although candidates were restricted to the Eastern Region area of the County, all members of the SDSC may cast ballots for this position.

**One (1) LAFCO Alternate Special District Member – Countywide:** A total of five (5) eligible nominations were received for this position. Candidates for the Alternate Special District Member are not restricted to a Region, and all members of the SDSC may cast ballots for this position.

All members of the SDSC may cast a ballot for one (1) Regular member for the Eastern Region, and one (1) for the Alternate member Countywide.

Pursuant to procedures adopted by the Selection Committee in 2016, the election for a LAFCO regular member position will be conducted using Instant Runoff Voting (IRV). IRV eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority. An example demonstrating how IRV works is attached.

Please fill out your ballot by ranking each region's nominees in the order of preference, using "1" for your first choice, "2" for your second choice, "3" for your third choice and so on. Please note ranking more than one candidate will not work against your first choice candidate, however, voting for only one candidate is allowed. Do not mark the same number beside more than one candidate and do not skip numbers.

**General Instructions and Information:**

- Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org), or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on Monday, April 15, 2024.**
- Only the presiding officer or another board member authorized by your board of directors to vote, may cast the ballots. Board members designated by their district board to vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballots are cast. District managers or other staff members may not vote.
- The voting member must print his or her name on the ballots as well as sign and date the certification indicating he or she is authorized to vote for the district.
- We must receive each ballot with an original signature. However, if you deliver your ballot via electronic mail, you may return a scanned copy of the signed ballot by email to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org)
- Failure to follow these instructions will invalidate the ballot not meeting these requirements.

Finally, these positions ensure special districts are appropriately represented on the LAFCO Commission. Appointments are only valid if ballots representing a quorum, from 29 of our 55 independent special districts, are returned. Please return your ballots in a timely manner.

If you have any questions, please contact our office at (951) 369-0631.

Sincerely,



Gary Thompson  
Executive Officer

cc: Special District Selection Committee - District Managers

Attachments:

2024 Special District Selection Committee – Official Election Ballots  
Instant Runoff Voting Election Process (IRV)

**SPECIAL DISTRICT SELECTION COMMITTEE  
ALTERNATE MEMBER  
2024 BALLOT**

Name of District: \_\_\_\_\_  
Print District Name Here (required)

**Certification of voting member:**

I, \_\_\_\_\_ hereby certify that I am (check one):  
Print Name Here (required)

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization  previously transmitted  attached]

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date (required)

**Alternate Special District Member of the  
Local Agency Formation Commission (Countywide)**  
(Term running May 6, 2024 through May 1, 2028)

**Please rank the candidates in preferential order, "1" being the first preference, "2" being the second, etc.:**

	<i>Circle rank for each candidate</i>				
<b>BERNARD MURPHY, Rubidoux Community Services District</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>STEVE PASTOR, Lake Hemet Municipal Water District</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>ANGELA LITTLE, Valley-Wide Recreation &amp; Park District</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>HARVEY RYAN, Elsinore Valley Municipal Water District</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>RICHARD LAWHEAD, Beaumont-Cherry Valley Recreation &amp; Park District</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

*Listed in random drawing order conducted on 2/14/2024 at 9:39 a.m.*

Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org), or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 15, 2024.**

**SPECIAL DISTRICT SELECTION COMMITTEE  
REGULAR MEMBER  
2024 BALLOT**

**Name of District:** \_\_\_\_\_  
Print District Name Here (required)

**Certification of voting member:**

I, \_\_\_\_\_ hereby certify that I am (check one):  
Print Name Here (required)

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization  previously transmitted  attached]

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date (required)

**Regular Special District Member of the  
Local Agency Formation Commission – Eastern Region – Riverside County**  
(Term running May 6, 2024 through May 1, 2028)

**Please rank the candidates in preferential order, “1” being the first preference, “2” being the second.**

	<i>Circle rank for each candidate</i>	
<b>BRUCE UNDERWOOD, Coachella Valley Public Cemetery District</b>	<b>1</b>	<b>2</b>
<b>CÁSTULO ESTRADA, Coachella Valley Water District</b>	<b>1</b>	<b>2</b>

*Listed in random drawing order conducted on 2/14/2024 at 9:39 a.m.*

Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org), or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 15, 2024.**



**Valley Sanitary District**

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Jason Dafforn, General Manager  
**SUBJECT:** APPOINT ONE (1) DIRECTOR TO THE OPERATIONS COMMITTEE FOR THE CALENDAR YEAR 2024

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

There is no fiscal impact to this report.

**Environmental Review**

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

**Background**

Each year in December the Board President appoints two (2) Directors to the Budget & Finance, Operations, and Community Engagement Committees for a term of one calendar year. Do to the resignation of Jacky Barnum, there is a vacancy on the Operations Committee.

**Recommendation**

It is recommended that the Board President appoint one (1) Director to the Operations Committee for the calendar year 2024.





## Valley Sanitary District

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** APPROVE AMENDMENT 1 FOR AUDITING SERVICES WITH DAVIS FARR, LLP FOR AN ADDITIONAL THREE-YEAR TERM FOR AN INCREASE OF \$98,010

---

### **Suggested Action**

Approve

### **Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

### **Fiscal Impact**

The fiscal impact of this agreement is \$32,670 annually for a total of \$98,010 for the three-year term. This contract will be budgeted in the fiscal years 2024/25, 2025/26, and 2026/27 operating budgets. The total not to exceed amount will be increased to \$191,635.

### **Environmental Review**

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

### **Background**

The District posted a Request for Proposals ("RFP") from qualified and interested firms for auditing services ("Services") on November 12, 2020. The RFP invited responses from highly qualified and experienced independent certified public accounting firms with proven records of accomplishments. The District awarded Davis Farr LLP a three-year contract from March 15, 2021, to March 15, 2024.

Staff requests that the Board authorize the General Manager to negotiate and execute an additional three-year agreement with Davis Farr, LLC. Auditing services require knowledge of business type, strong governmental accounting experience, attentive response service, and auditor independence and objectivity. Under Government Code section 1240.6(b), which indicates that "a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local Agency for six (6)

consecutive fiscal year". This agreement will still comply with the government code.

**Recommendation**

1. Approve amendment 1 for auditing services with Davis Farr, LLP for an additional 3-year term and increase of \$98,010.
2. Authorize the General Manager to execute any documents necessary to facilitate the contract award and implementation.

**Attachments**

[6.4 Attachment A Valley Sanitary District Proposal 2024.pdf](#)

**PROPOSAL FOR**

**PROFESSIONAL AUDITING  
SERVICES**

**Prepared By:**

Davis Farr LLP  
18201 Von Karman Ave | Suite 1100  
Irvine, CA 92612

**Contact Person:**

Jonathan Foster, CPA | Partner  
Office: 949.474.2020 | Direct: 949.783.1744  
Email: [jfoster@davisfarr.com](mailto:jfoster@davisfarr.com)



**VALLEY  
SANITARY  
DISTRICT**  
INDIO, CALIFORNIA

**Giving Water Another Chance**

**VALLEY SANITARY DISTRICT**

45500 Van Buren St  
Indio, CA 92201

March 18, 2024

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### APPENDIX

Peer Review Documentation

**March 18, 2024**

Valley Sanitary District  
45500 Van Buren St  
Indio, CA 92201

**Re: Proposal for Professional Auditing Services**

We are pleased to provide our proposal to perform auditing services to the Valley Sanitary District (the "District") for the year ending June 30, 2024 with the option to extend two additional years.

Our service philosophy is one of open and constant communication, a proactive approach and responsive, value-added services. We will listen to your ideas and concerns and will bring creative solutions to you in both financial and other operational areas. We are aware that while the District has solicited numerous proposals, Davis Farr LLP would be your best selection for the following reasons which are set forth in greater detail in our proposal:

- We take a proactive leadership role in local government accounting and auditing issues. We serve on the Government Accounting and Audit Committee of the Cal CPA Society, the CSMFO Professional Standards Committee and are frequent speakers on technical topics at conferences and training events throughout California.
- We currently provide audit services to Special Districts throughout California including Irvine Ranch Water District, Cucamonga Valley Water District and Placer County Water Agency. Our deep understanding of the issues facing California governments enables us to provide high quality audit services to the Valley Sanitary District.
- We extensively utilize data mining software to evaluate anomalies in your accounting data. This helps focus our auditors' attention on potential errors in the accounting records and transactions that could be more susceptible to fraud.

We appreciate the opportunity to share our credentials and look forward to developing our professional relationship. Our proposal remains a firm and irrevocable offer for 90 days. I look forward to you contacting me so that I may answer further any questions which you may have. You may contact me at (949) 783-1744.

Very truly yours,



**Jonathan Foster, CPA**  
Partner

## Section A – About Davis Farr LLP

**Background Information** – Davis Farr LLP is a full-service regional accounting firm that specializes in providing attest and advisory services to federal, state, and local governments as well as non-profit entities out of our Irvine and Carlsbad offices. This engagement would be serviced by our Irvine office. Our personnel have served governmental and non-profit entities for over 40 years. A breakdown of our government audit personnel by classification is located below.



**License to Practice in California** – Davis Farr LLP and all key personnel are licensed with the California State Board of Accountancy to practice as independent certified public accountants.

**Independence** – Davis Farr LLP is independent with respect to the Valley Sanitary District or any of its component unites as defined by U.S. General Accounting Office’s *Government Auditing Standards* and Generally Accepted Auditing Standards. Neither Davis Farr LLP nor the key personnel have any potential or real conflicts of interest.

**Insurance** – Davis Farr LLP has sufficient insurance coverage to meet or exceed the District’s requirements and will provide insurance certificates to the District prior to entering into a contract.

**Quality Control** – Davis Farr LLP and its Partners are members of the American Institute of Certified Public Accountants (AICPA) and is a member of the AICPA’s Government Audit Quality Center. Our firm is a voluntary participant in the AICPA Peer Review Program. Included in the appendix is our most recent Peer Review report where our firm received a *Pass*. A *Pass* demonstrates the highest level of quality control in a Peer Review. The Peer Review included a review of government engagements. Davis Farr LLP has not had any federal or state desk reviews or field reviews during the past three years with the exception of a review performed by the Department of Transportation (DOT). The report concluded that our audit work complied with the requirements of the single audit act, the uniform guidance, and DOT’s major programs and included a recommendation related to documentation. There has been no disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

**Training** – Every professional of the firm must enroll in continuing professional education courses. Each person is required to take at least 80 hours of training over a two-year period including 24 hours a year specific to government accounting and audit topics. Courses cover a wide spectrum of professional and technical subjects, and include Fraud Auditing, Professional Ethics and Governmental Accounting and Auditing topics to help the practitioner maintain his/her professional expertise.

	Classification	Number of Employees	
	Partners	8	
	Managers	8	
	Supervisors	4	
	Seniors	17	
	Staff	13	
	Administrative	3	
	<b>Total personnel</b>	<b>53</b>	



## Professional Affiliations

**Government Audit Quality Center** – Davis Farr LLP is a member of the Government Audit Quality Center (GAQC). The GAQC promotes the importance of quality governmental audits and the value of such audits to purchasers of governmental audit services. GAQC is a voluntary membership center for CPA firms and state audit organizations that perform governmental audits.

**National Registry of CPE Sponsors** – Davis Farr LLP is registered to provide continuing professional education through the National Association of State Board of Accountancy (NASBA). NASBA recognizes CPE program sponsors who provide continuing professional education programs in accordance with nationally recognized standards.

**Cal CPA** – Many of the CPAs employed by Davis Farr LLP are members of Cal CPA and regularly participate in chapter meetings, education, and events. Cal CPA recognized one of Davis Farr LLP’s partners with their *Women to Watch* award in the Experienced Leader category. Jennifer Farr, Partner, is a member of the Governmental Accounting and Auditing Committee of the CalCPA.

**American Institute of CPAs** – Davis Farr LLP and the firm’s Partners are members of the American Institute of CPAs (AICPA). The AICPA develops standards for audits, provides educational guidance materials to its members, and monitors and enforces compliance with the profession’s technical and ethical standards.

**CSMFO** – The Partners of Davis Farr LLP are members of the California Society of Municipal Finance Officers (CSMFO), the statewide organization serving all California municipal finance professionals. Firm personnel regularly attend CSMFO Chapter Meetings and Conferences. The Partners of Davis Farr LLP are frequent presenters on accounting and auditing technical topics at Chapter Meetings and Conferences and have presented at the 2019, 2020 and 2021 Annual Conferences.

**GFOA** – The Government Finance Officers Association (GFOA) enhances and promotes the professional management of governmental financial resources by identifying, developing, and advancing fiscal strategies, policies, and practices for the public benefit. The Partners of Davis Farr LLP are members of the Certificate of Achievement Program’s Special Review Committee. The Committee reviews Comprehensive Annual Financial Reports submitted to GFOA for the CAFR Award Program.



## Section B – Our Prior Experience Auditing Government Agencies

Davis Farr LLP is a leader in the local government sector throughout California. Currently, we service approximately 60 local, state, and federal government entities. Davis Farr LLP services routinely provided to our clients include, but are not limited to:



Our government expertise includes Cities, Special Districts, and other Governmental entities. Among the government agencies that the professionals of Davis Farr LLP have served recently are the following:

- City of Avalon
- City of Carlsbad
- City of Commerce
- City of Coronado
- City of Costa Mesa
- City of Dana Point
- City of Delano
- City of Encinitas
- City of Fontana
- City of Fountain Valley
- City of Garden Grove
- City of Huntington Beach
- City of Laguna Niguel
- City of Mission Viejo
- City of Poway
- City of Rancho Santa Margarita
- City of Santee
- City of Victorville
- County of Woodland
- County of Fresno Housing Authority
- County of San Diego
- Cucamonga Valley Water District
- Eastern Municipal Water District
- Hass Avocado Board
- Irvine Ranch Water District
- Leucadia Wastewater District
- Metropolitan Water District of Southern CA
- Municipal Water District of Southern CA
- Orange County LAFCO
- Oxnard Housing Authority
- Placer County Water Agency
- Salton Sea Authority
- San Diego County Water Authority
- San Diego Association of Governments
- San Diego LAFCO
- San Dieguito Riverpark Authority
- Sweetwater Authority
- Tahoe Regional Planning Agency
- Tahoe Transportation District
- Vallecitos Water District
- Walnut Valley Water District
- West Basin Municipal Water District



## Section C – Client References

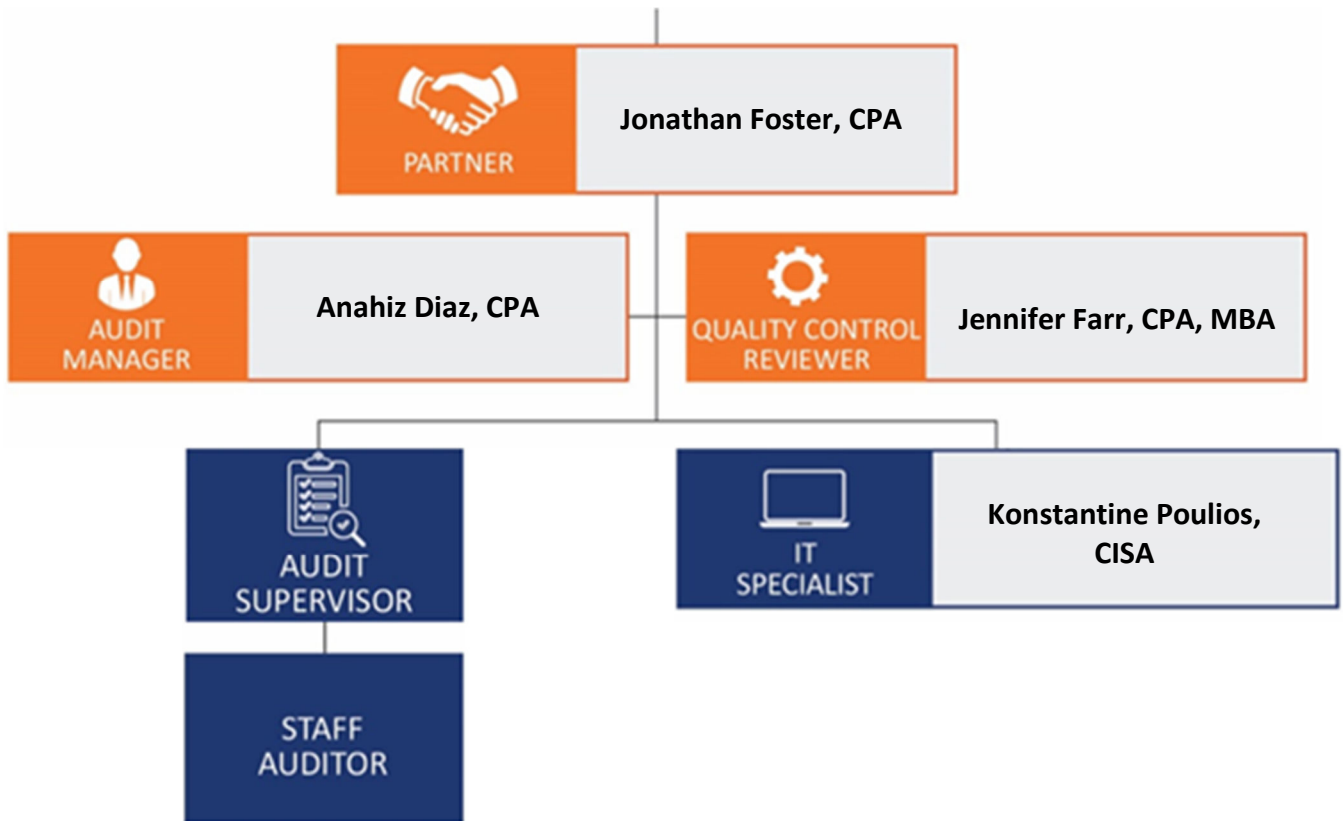
For your convenience, we have listed below references for audit work currently being performed by Davis Farr LLP personnel for several agencies throughout California. For each of the references, we currently serve as independent auditors and have served these clients for a number of years.

<b>CLIENT 1</b>	<b>Placer County Water Agency</b> 144 Ferguson Road   Auburn, CA  <b>Carrie Parks, Deputy Director of Financial Services</b> 530.823.4840 cparks@pcwa.net	<i>Financial Statement Audit of Special District</i>
<b>CLIENT 2</b>	<b>Irvine Ranch Water District</b> 15600 Sand Canyon Ave.   Irvine, CA  <b>Eileen Lin, Controller</b> 949.453.5300 lin@irwd.com	<i>Financial Statement Audit of Special District</i>
<b>CLIENT 3</b>	<b>Cucamonga Valley Water District</b> 10440 Ashford Street   Rancho Cucamonga, CA  <b>Jennifer Fillinger, Accounting Supervisor</b> 909.483.7453 jenniferf@cvwdwater.com	<i>Financial Statement Audit of Special District.</i>
<b>CLIENT 4</b>	<b>Soquel Creek Water District</b> 5180 Soquel Dr.   Soquel, CA  <b>Ryan Kinney, Supervising Accountant</b> 831.475.8501 x116 ryank@soquelcreekwater.org	<i>Financial Statement Audit of Special District.</i>
<b>CLIENT 5</b>	<b>Valley Sanitary District</b> 45500 Van Buren St   Indio, CA  <b>Jeanette Juarez, Business Services Manager</b> 760.238.5415 jj Suarez@valley-sanitary.org	<i>Financial Statement Audit of Special District.</i>

## Section D – Partner, Supervisory and Staff Qualifications and Experience

The successful outcome of any audit requires personnel with the managerial and technical skills to perform the work required. The engagement team who will serve the Valley Sanitary District have served together as a team of professionals on numerous financial audit examinations of local government entities. While not anticipated, any personnel substitutions will be of equally qualified personnel.

We believe that efficient administrative management and supervision of the audits is an extremely critical factor in achieving the desired results for Valley Sanitary District. In that regard, our proposal organizational structure for providing independent auditing services is as follows:





## Jonathan Foster, CPA

### Partner

Mr. Foster will serve as the *Engagement Partner* to the District. He has 15 years of audit experience with government agencies. The types of audits Mr. Foster are involved in include financial audits of cities and special districts and Single Audits in accordance with the Uniform Guidance. Mr. Foster is also a CAFR and Budget reviewer for the CSMFO award and is a regular presenter at firm wide training and external training events as requested. Mr. Foster has presented at the annual 2019 and 2021 CSMFO conference regarding capital assets and annually teaches an Investment Accounting course for CSMFO.

#### Employment History

- Davis Farr LLP – Since 2015
- National CPA Firm – 9 years

#### Education

- Bachelor of Accountancy (University of San Diego)

#### Licenses / Registrations

- California CPA Certificate No. 117853

#### Professional Affiliations & Awards

- American Institute of Certified Public Accountants
- California Society of Certified Public Accountants
- Cal CPA Government Audit & Accounting Committee
- California Society of Municipal Finance Officers

### AUDITS OF SPECIAL DISTRICTS AND AGENCIES

- |  |  |
|--|--|
| ✓ Big Bear Area Regional Wastewater            | ✓ San Diego Association of Governments |
| ✓ Big Bear Community Facilities District       | ✓ Santiago Aqueduct Commission         |
| ✓ Cucamonga Valley Water District              | ✓ Saticoy Sanitary District            |
| ✓ East Orange County Water Agency              | ✓ Soquel Creek Water District          |
| ✓ Irvine Ranch Water District                  | ✓ Tahoe Truckee Sanitation Agency      |
| ✓ Orange County Sanitary District              | ✓ Trabuco Canyon Water District        |
| ✓ Placer County Water Agency                   | ✓ Valley Sanitation District           |
| ✓ Rancho California Water District             | ✓ Ventura Regional Sanitation District |
| ✓ San Bernardino Municipal Water<br>Department | ✓ West Basin Municipal Water District  |

#### ADDITIONAL RELEVANT EXPERIENCE

*Irvine Ranch Water District* – Proposition 218 Agreed-Upon Procedures

*Irvine Ranch Water District/Orange County Sanitation District* – Fund Specific Audit

*Metropolitan Water District of Southern California* - Local Resource Program Audits

*Municipal Water District of Orange County* - Consulting

## Jonathan Foster, CPA

(continued)

### Partner

Mr. Foster has significant experience working with federal grant programs typically awarded to local governments. These federal awarding agencies include Department of Housing and Urban Development, Department of Homeland Security, Department of Energy, Department of Justice, Department of the Interior, Environmental Protection Agency, and the Executive Office of the President

Mr. Foster has also worked on various financial statement, compliance in SOC1 Type II audits (formerly SAS 70) for various commercial companies and Federal agencies.

### AUDITS OF CITIES

- ✓ City of Avalon
- ✓ City of Carlsbad
- ✓ City of Commerce
- ✓ City of Costa Mesa
- ✓ City of Dana Point
- ✓ City of Delano
- ✓ City of Fontana
- ✓ City of Huntington Beach
- ✓ City of Indian Wells
- ✓ City of Laguna Niguel
- ✓ City of Rancho Santa Margarita
- ✓ City of Santee

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### AUDITS OF FEDERAL GOVERNMENT

- ✓ Centers for Medicare and Medicaid Services
- ✓ Special Inspector General for Afghanistan Reconstruction

### AUDITS OF COMMERCIAL ENTITIES

- ✓ Cal Domestic Water Company
- ✓ Cahaba GBA
- ✓ CGS Administrators LLC
- ✓ Delta Dental of Arizona
- ✓ DHS Consulting
- ✓ Montebello Land and Water Company
- ✓ Mutual Insurance Company of Arizona
- ✓ Sunnyslope Water Company



## Jennifer Farr, CPA, MBA

### *Quality Control Reviewer*

Ms. Farr will serve as the Quality Control Reviewer on this audit. She will provide technical assistance to the audit teams, review audit reports and workpapers. Ms. Farr is a Certified Public Accountant with over 20 years of experience in local government auditing. Ms. Farr is a frequent speaker and author on matters pertaining to technical accounting and audit issues including new GASB pronouncements.

#### Employment History

- Davis Farr LLP – Founding Partner
- Shareholder – National CPA Firm

#### Education

- Bachelor of Arts in Business Administration & Accounting (California State University, Fullerton)
- Bachelor of Arts in English (California State University, Fullerton)
- Master of Business Administration (California State University, Fullerton)

#### Licenses / Registrations

- California CPA Certificate No. 76292

#### Professional Affiliations & Awards

- California Society of Certified Public Accountants
- Government Accounting & Auditing Committee
  - Current Chair of Committee
- California Society of Municipal Finance Officers
- American Institute of Certified Public Accountants
- Government Finance Officers Association
  - Financial Review Committee

### **AUDITS OF SPECIAL DISTRICTS AND SPECIAL PURPOSE GOVERNMENTS**

- |   |  |
|---|--|
| ✓ Coachella Valley Assoc of Governments   | ✓ Rancho California Water District       |
| ✓ Cucamonga Valley Water District         | ✓ Salton Sea Authority                   |
| ✓ Eastern Municipal Water District        | ✓ San Diego Association of Governments   |
| ✓ Inland Empire Utilities Agency          | ✓ San Diego County Water Authority       |
| ✓ Irvine Ranch Water District             | ✓ Santa Rosa Regional Resources Auth     |
| ✓ Leucadia Wastewater District            | ✓ South Coast Water District             |
| ✓ Los Angeles Homeless Services Authority | ✓ Southern CA Association of Governments |
| ✓ Mesa Water District                     | ✓ Sweetwater Authority                   |
| ✓ Middle Fork Financing Authority         | ✓ Vallecitos Water District              |
| ✓ Moulton Niguel Water District           | ✓ Vista Irrigation District              |
| ✓ Orange County Sanitation District       | ✓ Walnut Valley Water District           |
| ✓ Orange County Water District            | ✓ West Basin Municipal Water District    |
| ✓ Placer County Water Agency              | ✓ Yucaipa Valley Water District          |

## Konstantine Poullos, CISA

### *IT Specialist*



Konstantine Poullos, a Senior Manager with the firm, has over 20 years of experience in information technology audit, compliance, and consulting for the financial services, healthcare, and cloud services industries. Mr. Poullos has vast experience in the performance of System and Organization Controls (SOC) examinations for many commercial Information Technology companies nationwide. Mr. Poullos has also conducted information security reviews on financial systems based on ISO/IEC 27001, as well as assisted companies with the compliance of the Sarbanes-Oxley Act. Mr. Poullos will serve as the IT Auditor and Information Technology Specialists for the financial statements audit.

#### Employment History

- Davis Farr LLP: February 2018 – Present
- TrueCar: 2015 – 2017
- Cornerstone OnDemand: 2014 - 2015
- Top 10 National CPA Firm: 2008 – 2014
- First Data Corporation: 2001 – 2007
- US OPM / OIG: 1998 – 2001

#### Education

- Bachelor of Science in Accounting, University of Scranton

#### Licenses / Registrations

- Certified Information Systems Auditor, Certificate No. 0126702

#### Professional Affiliations & Awards

- Information Systems Audit and Control Association (ISACA)

#### IT RISK ASSESSMENTS:

**Local Government IT Assessments** - Mr. Poullos assists the firm's financial statement auditors by reviewing information systems of our municipal clients and identifying and communicating IT risks to the auditors to assist the planning and risk assessment of the audit and communicated deficiencies and recommendations to the client.

**Los Angeles County Metropolitan Transportation Authority (METRO)** -Mr. Poullos served as the IT Manager on the Information Technology Risk Assessments. The Risk Assessment included a review of METRO Operations and the IT Organization to determine if Information Technology Services (ITS) is meeting the needs of the organization.

**IT Internal Audit / Compliance:** - Mr. Poullos served as an IT Internal Auditor/Consultant for nearly 10 years with First Data Corporation and the U.S. Office of Personnel Management. In addition, Mr. Poullos served as the Security Compliance Manager for over 3 years with Cornerstone OnDemand and TrueCar. Mr. Poullos performed information technology reviews based on ISO 27001 and the Federal Information System Controls Audit Manual (FISCAM), coordinated with internal/external audit and technology personnel in the performance of internal control projects (including SOC engagements), documented policies/procedures, reviewed third party security controls, performed user access reviews of SOX significant systems, and monitored internal vulnerabilities using third party tools (e.g., Nessus).

## Section E – Audit Approach

Davis Farr plans and conducts our engagements in the most efficient manner possible, and our audit approach is unique with regard to the following:

- Our firm is sensitive to the priorities and work requirements of our clients. We work around the schedules of our clients when scheduling segments of the audit or requesting documentation in order to minimize disruption of District staff and to complete the audit in a timely manner.
- Whenever possible, we use accounting support already prepared by the District staff to avoid duplication or unnecessary requests for audit supporting schedules. Typically, we request support for balance sheet items, the year ending trial balance and cash and long-term debt confirmations.
- Our firm's expertise is in governmental auditing. Our auditors are GASB experts and skilled at addressing audit issues that are specific to local governments. You will not spend time training our personnel.
- When formulating internal control recommendations, we obtain a thorough understanding of the specific circumstances at your District to provide a tailored, practical recommendation.
- Throughout the year we are a resource to our clients in providing accounting advice, researching technical questions, dealing with tax problems, and helping with other problems as they arise.

**Audit Software** - We utilize CaseWare audit software for the electronic workpapers. We have the ability to accept audit documentation in either hard copy or electronic format. CaseWare allows us the ability to import trial balances that can be provided in either excel or a text document. Some of the benefits of using CaseWare trial balance software are as follows:

- We create our own lead sheets (i.e., analytical review comparison schedules). This limits the amount of time finance staff spends creating audit schedules. Our software automatically generates analytical review reports by account number for ease of analyzing significant fluctuations between fiscal years.
- We can link the financial statement schedules directly to the CaseWare trial balances. Additionally, journal entries are easy to post to the financial statement schedules and the risk of data entry error is minimized.
- We can provide the District with reports showing the coding of the financial statement schedules for ease of review by District staff. These reports show each account coded to a specific financial statement line item as well as journal entries that are posted during the audit.

**Data Mining Software** - We have a dedicated team of personnel trained to use special data mining software, IDEA. Our software uses source data from your accounting system to search for anomalies, such as duplicate or voided checks, cross-referencing vendor addresses with employee addresses, detecting accounting transactions recorded on the weekend, reviewing journal entry postings for unauthorized individuals. The IDEA software identifies specific transactions for the auditors to review for potential fraud or error.

**Internal Control Evaluation** - Our approach to evaluating internal controls involves observation and inquiry. We spend time with the personnel responsible for the accounting cycles to gain an understanding of the processes. We also carefully evaluate your policies and procedures. After our initial evaluation, we identify key controls in your processes and design test to evaluate the effectiveness of those processes. In the initial year of the audit, we will focus on the following accounting cycles:

- Billing and cash receipting
- Capital assets
- Purchase and disbursements
- Payroll
- Investment and cash controls
- Information systems



In future years, we will review the accounting cycles noted above but also look at other processes such as credit card transactions, petty cash, inventory controls, offsite cash receipting, employee reimbursements, contract compliance, and other areas. Our goal is to modify our audit approach every year to further evaluate your internal controls.

Audit Stage	Procedures Performed
<b>Planning and Inquiry</b>	<p><b>During the planning phase of the audit, we plan to perform the following procedures:</b></p> <ul style="list-style-type: none"> <li>✓ Meet with finance personnel to obtain an understanding of significant transactions during the year.</li> <li>✓ Communicate with the Board of Directors regarding fraud, compliance with laws, and any concerns they have regarding the finances of the District.</li> <li>✓ Perform internal control evaluations as noted on the previous page.</li> <li>✓ Determine materiality levels that will be used in selecting audit transactions.</li> <li>✓ Perform a risk assessment to develop the audit plan for the year.</li> <li>✓ Review minutes of Board of Directors meetings.</li> <li>✓ Review important new contracts, bond documents, and agreements.</li> <li>✓ Evaluate compliance with investments.</li> <li>✓ Test purchase orders and contract management.</li> <li>✓ Test a sample of cash disbursements to determine adherence to policies and internal controls.</li> <li>✓ Perform a review of the organization's information systems and controls.</li> <li>✓ Perform compliance testing of federal grants, as necessary.</li> <li>✓ Review the prior audited financial statements and provide feedback to District staff regarding best practices for financial reporting.</li> <li>✓ Provide a GASB Update and templates for implementing new accounting standards as needed.</li> </ul>
<b>Year-End Testing</b>	<p><b>After the books are closed and ready for audit, we will perform our year-end procedures which include the following:</b></p> <ul style="list-style-type: none"> <li>✓ Confirm 100% of all cash and investment balances and test market values provided by your investment custodians.</li> <li>✓ Test for proper cutoffs of accounts receivable and other receivables.</li> <li>✓ Test additions and deletions to capital assets. We will review depreciation expense for reasonableness.</li> <li>✓ Test current liabilities and perform a search for unrecorded liabilities.</li> <li>✓ Test the balances of accrued payroll and employee related liabilities.</li> <li>✓ Confirm long-term debt with independent parties.</li> <li>✓ In years of new debt issuances, we will review the journal entry to record the debt to ensure the accuracy of the accounting.</li> <li>✓ Testing of actuarial valuations and calculations related to OPEB obligations and disclosures under GASB 75.</li> <li>✓ Testing of actuarial valuations and calculations related to pension obligations and disclosures under GASB 68.</li> <li>✓ Testing and evaluation of leases and SBITA's under GASB 87 and 96.</li> <li>✓ Evaluation of claims and judgments payable.</li> <li>✓ Testing of restrictions and classifications of net position.</li> <li>✓ Analytically and substantively test revenues and expense reported in the financial statements.</li> <li>✓ Analyze grant revenues and expenses, if any, to ensure proper matching within the fiscal year.</li> <li>✓ Test the reasonableness of interest income, realized, and unrealized gains/losses on investments.</li> <li>✓ Analytically and substantively test revenues and expenses reported in the financial statements.</li> <li>✓ We will incorporate an element of unpredictability every year that will focus on an audit area that is not typically considered a high or significant risk area such as petty cash, credit card purchases, new vendors, travel expenses, etc.</li> </ul>



Audit Stage	Procedures Performed
	<p>The aforementioned tests are only a few of the tests performed during the examination and by no means is it meant to be all inclusive. During the final stage of the audit, we will meet with Finance staff to review our audit findings and any adjusting journal entries.</p>
<p><b>Single Audit Approach</b></p>	<p><b>As part of our Single Audit for the years in which the District expends greater than \$750,000, we will perform the following procedures in accordance with the Uniform Guidance:</b></p> <ul style="list-style-type: none"> <li>✓ Perform an evaluation of the major programs required to be tested.</li> <li>✓ Review OMB guidance and the OMB Compliance Supplement for the grant program audited.</li> <li>✓ Review internal controls for each of the applicable 14 compliance areas for each program audited.</li> <li>✓ Using AICPA sampling guidance, we will select a sample for each of the applicable 14 compliance areas for each program audited. We will test the sample for compliance with those 14 areas.</li> <li>✓ Test the indirect cost rate, if applicable.</li> <li>✓ Review monitoring reports for noncompliance and follow up on the resolution of past noncompliance, if applicable.</li> <li>✓ Issue a single audit report of federal expenditures.</li> <li>✓ File the data collection form within the specified deadline.</li> </ul>
<p><b>Completion of the Audit and Preparation of Financial Statements</b></p>	<p><b>The nature and extent of the work required is dependent on our assessment of the likelihood of misstatements in the financial statements together with our conclusions from the planning and testing stages of the audit. All of the audit information is then used to reach a conclusion on whether the financial statements taken as a whole conform with generally accepted accounting principles.</b></p> <ul style="list-style-type: none"> <li>✓ We will review significant events after year end.</li> <li>✓ We will review attorney letters for significant legal matters.</li> <li>✓ We will prepare the financial statements and ensure accurate and complete disclosures in the notes to the financial statements.</li> <li>✓ We will meet with the Board of Directors to present the results of the audit.</li> </ul>

## Section F – Implementation of New GASB Pronouncements

The District will be required to implement the following accounting standards during the upcoming fiscal years. Part of our service to you includes consulting on these new auditing standards. A sampling of significant new GASB pronouncements planned or proposed for local governments that may impact the Valley Sanitary District are listed below:

***GASB 101 Compensated Absences*** - Effective June 30, 2025, this Statement establishes standards of accounting and financial reporting for (a) compensated absences and (b) associated salary-related payments, including certain defined contribution pensions and defined contribution other postemployment benefits (OPEB). The requirements of this Statement apply to the financial statements of all state and local governments.

***GASB 102 Certain Risk Disclosures*** - Effective June 30, 2025, this Statement establishes financial reporting requirements for risks related to vulnerabilities due to certain concentrations or constraints. The requirements of this Statement apply to the financial statements of all state and local governments.

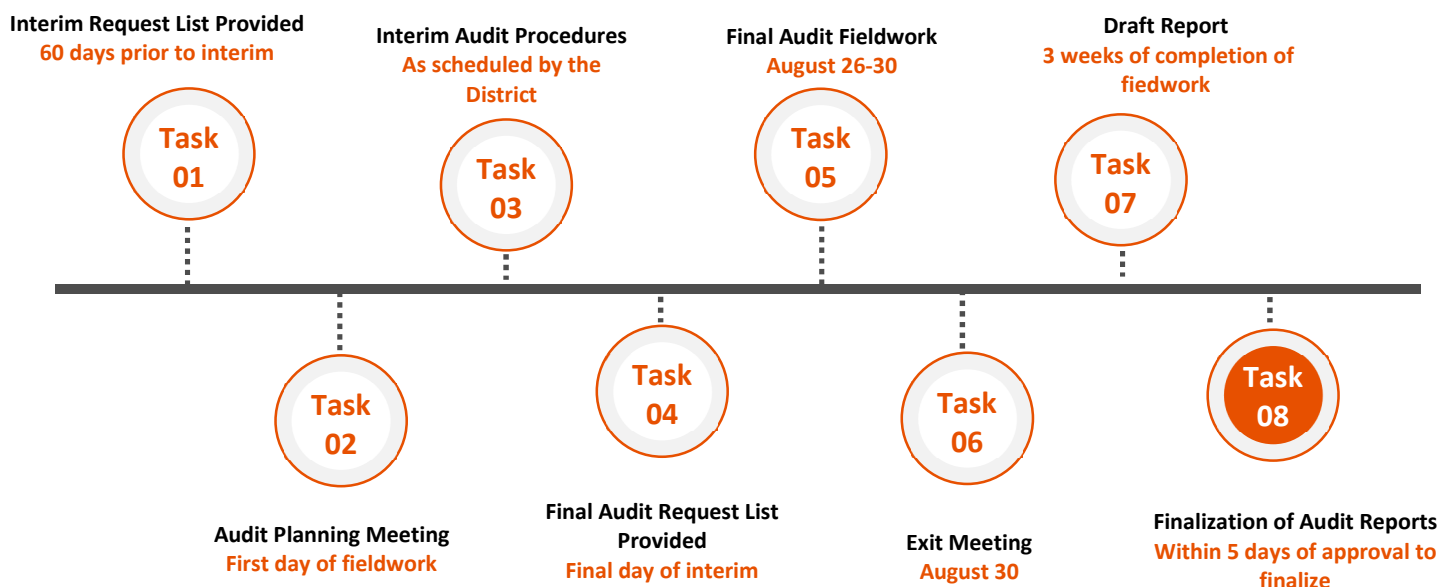
## Section G – Scope of Work

Our understanding of the objectives and scope of the work to be performed is as follows:

- We will perform an audit examination of the financial statements of the Valley Sanitary District. Our examination will be conducted in accordance with generally accepted auditing standards, the AICPA Audit and Accounting Guide, Audits of State and Local Government Units, and the Government Auditing Standards issued by the Comptroller General of the United States. We will ensure that the report is prepared in conformity with the most recent edition of the GAAFR, the GAAFR Update, and subsequent GASB pronouncements.
- We will prepare a letter to the Board of Directors summarizing the audit results in accordance with the Codification of Auditing Standards Section 260.
- We will prepare a letter to the Board of Directors reporting matters dealing with internal control that meet the threshold of being a significant deficiency or material weakness, as defined by the Codification of Auditing Standards Section 265. We will immediately report any irregularities or illegal acts that come to our attention to management and/or those charged with governance.
- We will meet with the Board of Directors to discuss the results of the audit.
- We will prepare the State Controller Report and submit to the State Controller’s Office
- Finally, we perceive the scope of our work as being advisors to the District regarding generally accepted accounting principles. Throughout the year, the management and other finance personnel of the District will have access to us to seek advice in the application of generally accepted accounting principles, advice regarding debt issuance, financial statement preparation and content, and any other matters relating to the District. Each year, we will go over upcoming accounting standards in a meeting with District staff.

## Section H – Proposed Timing of the Audit for FY 2024

The following proposed timing is subject to the District’s revision and approval.



## Section I – Proposed Fees

*Note: No fee increases proposed for subsequent years*

	Option Years			<u>Total</u>
	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	
Financial Statement Audit	\$ 21,420	21,420	21,420	64,260
State Controller's Report	<u>1,750</u>	<u>1,750</u>	<u>1,750</u>	<u>5,250</u>
<b>Total</b>	<b><u>\$ 23,170</u></b>	<b><u>23,170</u></b>	<b><u>23,170</u></b>	<b><u>69,510</u></b>
<u>Additional services</u>				
Single Audit *	\$ 3,500	3,500	3,500	
Financial Statement Preparation	\$ 4,500	4,500	4,500	
Agreed Upon Procedures	If requested, will provide an estimate based on scope of work			

\* Covers one major program, additional major programs may be audited for \$1,500 each

### Estimated Hour Segmentation for Financial Statement Audit

	Rate	Hours	Cost
Partner	\$ 185	16	\$ 2,960
Quality Control Reviewer	\$ 185	4	740
Manager	\$ 155	24	3,720
Supervisor	\$ 120	80	9,600
Staff	\$ 110	<u>40</u>	<u>4,400</u>
		<u>164</u>	<u>\$ 21,420</u>

\* Hotel stays to be reimbursed by Valley Sanitary District, not to exceed \$2,500

A close-up photograph of a person's hand holding a gold pen and writing on a document. The document is a form with various fields and text, including the word 'Information' and 'APPENDIX'. A pair of black-rimmed glasses is visible on the left side of the frame. The background is blurred, showing a light-colored surface and a blue sleeve.

# APPENDIX



## Report on the Firm's System of Quality Control

### **Davis Farr LLP**

and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Davis Farr LLP (the firm) in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; and examination of a service organization (SOC 1 engagement).

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **CPAs ■ Advisors**

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Peer Review Report  
Page 2 of 2

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Davis Farr LLP in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Davis Farr LLP has received a peer review rating of *pass*.

*GYL LLP*

Ontario, California  
August 8, 2022



**DavisFarr**  
CERTIFIED PUBLIC ACCOUNTANTS





## Valley Sanitary District

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** APPROVE AMENDMENT 1 FOR ANNUAL SEWER SERVICE CHARGE ADMINISTRATION SERVICES WITH NBS FOR AN ADDITIONAL THREE-YEAR TERM FOR AN INCREASE OF \$66,000

---

### **Suggested Action**

Approve

### **Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

### **Fiscal Impact**

The fiscal impact of this agreement is \$22,000 annually for a total of \$66,000 for the three-year term. This contract will be budgeted in the fiscal years 2024/25, 2025/26, and 2026/27 operating budgets. The total not to exceed amount will be increased to \$124,500.

### **Environmental Review**

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

### **Background**

NBS administers the Sewer Service Charge of approximately 30,000 parcels within the District boundaries, calculating and adding the appropriate charge to the County tax bills each year. They then submit the levy to the County Auditor-Controller, assist with direct billing, and produce annual reports.

The existing NBS contract for annual sewer service charge administration services has met the three (3) year term previously authorized by the Board. The firm has extensive information, including water use data collection from the Indio Water Authority (IWA), that is imperative to continued billing processes.

**Recommendation**

1. Approve amendment 1 for annual sewer service charge administration services with NBS for an additional three-year term for an increase of \$66,000.
2. Authorize the General Manager to execute documents necessary to facilitate the contract award and implementation.

**Attachments**

[6.5 Attachment A Valley Sanitary District Annual Sewer Charge Admin March 2024.pdf](#)



32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.676.7516

[www.nbsgov.com](http://www.nbsgov.com)

March 13, 2024

Jeanette Juarez  
Chief Administrative Officer  
Valley Sanitary District  
45500 Van Buren Street  
Indio, CA 92201

**RE: Annual Sewer Service Charge Administration Services**

Dear Ms. Juarez,

As we discussed, NBS will continue to support the Valley Sanitary District (District) with annual administration services as outlined below, so that your staff can focus on their core tasks. As you know, we have been providing these services to the District for the last three years as well as for many special districts and cities across the State. We are quite familiar with the county tax roll processes in Riverside County as well, as we place thousands of such charges on that tax roll.

**SCOPE OF SERVICES**

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**Overview:** NBS will administer a Sewer Service Charge on approximately 30,000 parcels (~35,000 EDUs) within the District boundaries, calculating and adding the appropriate charge to the County tax bills each year. NBS will track the currently-active parcels, but we expect that most of the parcel data will remain unchanged from the previous year. We will provide certain annual reporting, and utilize our customer care staff with our toll free number listed on the tax bill for this charge to alleviate most calls to the District:

**Kick-off Meeting:** Meet with District staff to discuss (likely via a telephone conference call) and confirm:

- Data sources and current issues
- Billing calculation steps
- Appropriate initial and annual timelines
- Method of application of the Sewer Service Charge
- Process for exceptions

**Data Gathering:** Gather and review data pertinent to the calculation and billing of the Sewer Service Charge. Data will be obtained from various sources such as the District’s existing data, assessor’s parcel maps and county assessor information as determined to be necessary based on the requirements of the formula.

**Quality Control:** Perform cross-reference tests looking at the various data sources, land use codes, and other pertinent information to ensure the best and most accurate levy application.

**Database Maintenance:** Maintain and periodically update a database of all parcels within the District and relevant parcel information.

**Parcel Changes:** Research parcel changes due to subdivision or similar activity, and update current parcel information.

**Levy Calculation:** Calculate the annual levy for each parcel by approximately July 30 of each year (assuming the data inputs are available on time) following the guidelines established in the sewer ordinance.

**County Submittal:** Submit the levy to the County Auditor-Controller in the required electronic format and prior to the County deadline. Levies rejected by the County Auditor-Controller will be researched and resubmitted for collection on the County tax roll. Any parcels that are not submitted to the County for collection will be invoiced with payment to be directed to the District.

**Direct bills:** Prepare a limited number of “direct bills” for certain agencies which do not receive a regular tax bills (in discussion with District staff). These bills will be mailed out and with payment to be directed to the District.

**Reporting:** Provide annual reports as needed or requested, which can include:

- Annual Levy Charge Summary Report
- Comparison of significant changes Report
- Levy by major category Report

Report data can also be provided via a CD ROM, diskette or emailed electronic file (in most any desired format including Excel, CSV, etc.), if desired.

**Appeals:** Research any appeals and report back to the appealing party. Should they disagree with the findings, NBS will summarize information and provide to the District for final determination.

**Performance:** Provide live assistance during business days from 8 AM to 5 PM, and return calls to all inquiries within 24 hours, report any adjustments or corrections, and administer any appeals, as needed.

**Toll-Free Phone Number.** NBS will provide a toll-free phone number to be printed on the appropriate line item on the County tax bills for the Sewer Service Charges, and for use by the District, other interested parties and all property owners. Our staff will be available to answer questions regarding the charges and ongoing collection.

---

### **Optional - Proposition 218 Noticing Services**

**Overview:** We can provide such services as needed by the District, as outlined below:

**Timeline and Notice review:** Consult with staff on the timeline and review the Notice of Public Hearing and Rate Increase, as prepared by the District/District’s Counsel, with the goal of compliance with Proposition 218 requirements.

**Mailing List.** Create a final mailing list that will include data each unique record of owner/customer name and mailing address from the latest County Secured Roll and District-provided customer data for use in mailing the Rate Notices. NBS will provide the final mailing list to the District in electronic format, upon request.

**Mailing.** Coordinate with District and mailing house for the production and mailing of Rate Notices to each recipient in the mailing list.

**FEES**

---

**Sewer Services Charge**

NBS will perform services as outlined above this annual fixed fee, commencing approximately **January 2024**, for the 2024-25 fiscal year charges. The District may renew at this same fee for up to three following years at their discretion.

Annual Base Fee ..... \$19,500

**Optional - Proposition 218 Rate Notice**

Proposition 218 Rate Notice Consulting Per Notice ..... \$7,500\*

*\* Plus any printing and mailing costs which can range from 50 cents to \$1 per piece*

**Expenses**

Customary out-of-pocket expenses will be billed to the District at actual cost to NBS. These expenses may include, but not be limited to travel, meals, mailing fulfillment, printing, reproduction, supplies, postage, telephone and data. These expenses shall not exceed \$500 annually, unless approved by the District (\$500 excludes any large printing and mailing costs as mentioned above).

**Additional Services**

The following table shows our current hourly rates. Additional services authorized by the District, but not included in the scope of services above, will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director	\$250
Associate Director	\$225
Senior Consultant / Manager	\$200
Consultant	\$175
Analyst	\$150
Clerical/Support	\$110

Please feel free to contact me at any time with questions you may have about this document as you finalize your professional services agreement. We look forward to continuing to work with you and your team. Please contact me at 800-676-7516 or at [mbellitire@nbsgov.com](mailto:mbellitire@nbsgov.com).

Sincerely,



Melissa Bellitire  
Director



## Valley Sanitary District

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Jason Dafforn, General Manager  
**SUBJECT:** AUTHORIZE THE BOARD PRESIDENT TO SIGN A LETTER OF SUPPORT FOR STATE AND FEDERAL BILLS

---

### **Suggested Action**

Review and authorize.

### **Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

### **Fiscal Impact**

There is no fiscal impact from this report.

### **Environmental Review**

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

### **Background**

Valley Sanitary District regularly receives requests for letters of support and/or opposition related to State and Federal Bills and regulations that may impact the District or its constituents.

The following items will be presented and discussed with the Board to determine the appropriate action of support:

- AB 2257(Wilson) - Property-Related Water and Sewer Fees and Assessments - Remedies
- SB 1072(Padilla) - Local Government Proposition 218 - Remedies
- HR 7525 - Special District Grant Accessibility Act

### **Recommendation**

Authorize the Board President to sign the letter of support for the following State and Federal Bills:

- AB 2257(Wilson) - Property-Related Water and Sewer Fees and Assessments - Remedies
- SB 1072(Padilla) - Local Government Proposition 218 - Remedies
- HR 7525 - Special District Grant Accessibility Act



**Valley Sanitary District**

**DATE:** March 26, 2024  
**TO:** Board of Directors  
**FROM:** Holly Gould, Clerk of the Board  
**SUBJECT:** DRAFT MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING - MARCH 19, 2024

---

**Suggested Action**

Discuss

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

There is no fiscal impact from this report.

**Environmental Review**

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

**Background**

Attached are the draft minutes of the Community Engagement Committee meeting held on March 19, 2024.

**Recommendation**

Staff recommends that the Board receive an update from the Community Engagement Committee members.

**Attachments**

[19 Mar 2024 Minutes.edited.doc](#)

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

March 19, 2024

A meeting of the Valley Sanitary District (VSD) Community Engagement Committee was held at 45-500 Van Buren Street in Indio, California, on Tuesday, March 19, 2024.

**1. CALL TO ORDER**

Chairperson Sear called the meeting to order at 1:05 p.m.

**2. ROLL CALL**

Directors Present:

Chairperson Scott Sear, Committee Member Mike Duran (arrived at 1:17 p.m.)

Staff Present:

Jason Dafforn, General Manager; and Holly Gould, Clerk of the Board

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT – None**

**5. DISCUSSION / ACTION ITEMS**

**5.1 Approve Minutes for January 16, 2024, Community Engagement Committee Meeting**

---

Committee Member Duran moved to approve the January 16, 2024, Community Engagement Committee Meeting minutes. Chairperson Sear seconded the motion, which carried unanimously.

**5.2 Community Engagement Topics of Discussion**

---

Jason Dafforn, General Manager, updated the Committee on recent community engagement events. The events included the Appropriations 101 Workshop, the CWEA CORBS Awards Banquet, for which the District won various awards, the tour of the VSD Exhibit at the Coachella Valley History Museum, the Indio High School tour of the VSD facilities, and the Taste of Indio event. Mr. Dafforn also met with the leadership at Spotlight 29 Casino for a meet and greet. The District was also featured in an article in the CWEA Clean Water Magazine for the Evolution of Wastewater exhibit at the history museum. The upcoming events for the District are the Desert Recreation Foundation Bowling Tournament on March 22, the CWEA State Awards Banquet in Sacramento in April, and the Turning the Valve ribbon



cutting at East Valley Municipal Water District on May 3, 2024. Mr. Dafforn will also meet with the Cabazon Tribe and Fantasy Springs Casino to discuss the Recycled Water Project; the casino may be a possible receiver for the project. He will also meet with the Salton Sea Authority to discuss the Recycled Water Project and the slight diversion of discharge to the White Water Channel. Mr. Dafforn informed the Committee of the next GM Newsletter that will be going out and discussed the metrics of the last newsletter. Staff is continuing to prep for the Centennial Celebration. Chairperson Sear recommended that Mr. Dafforn send an informal save of the date to the cities and agencies informing them of the celebration. Mr. Dafforn gave an update on the federal and state lobbying efforts. The Committee also discussed a new logo for the District. The Committee requested that staff bring logo item before the full Board.

## **6. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:03 p.m. The next regular committee meeting will be on May 21, 2024.

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