



VSD

Board of Directors Special Meeting
Tuesday, August 30, 2022 at 1:00 PM
Valley Sanitary District Board Room
45-500 Van Buren Street, Indio, CA 92201

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

Zoom link: <https://us06web.zoom.us/j/87519222189>

Meeting ID: 875 1922 2189

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 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. **Written comments must be received by the Clerk of the Board no later than 11:00 a.m. on the day of the meeting.**

Page

1. CALL TO ORDER

1.1. Roll Call

1.2. Pledge of Allegiance

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

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

- | | | |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 3.1. | Approve Minutes for August 16, 2022, Special Meeting
3.1 16 Aug 2022 Meeting Minutes.pdf  | 5 - 9 |
| 3.2. | Approve Warrants for August 11, 2022, through August 24, 2022
3.2 Warrants for August 30, 2022.pdf  | 10 - 11 |
| 3.3. | Monthly Financial Report for July 31, 2022
3.3 Staff Report Monthly Financial Report for July 2022.pdf 
3.3 Attachment A Monthly Income Statement - July 2022.pdf 
3.3 Attachment B Budget Variance Report.pdf 
3.3 Attachment C Summary of Cash and Investments - July 2022.pdf  | 12 - 18 |
| 3.4. | Receive and File Credit Card Report for July 31, 2022
3.4 Staff Report Credit Card Statement July 2022.pdf 
3.4 Attachment A Credit Card Transaction July 2022.pdf 
3.4 Attachment B UMPQUA Credit Card Statement | 19 - 26 |

4. NON-HEARING ITEMS

- 4.1. Staff Presentation of Tri-State Conference Sessions – Ivan Monroy, Environmental Compliance Technician II
- 4.2. Update on the Wastewater Surveillance Program and Related Costs 27 - 37
- [4.2 Staff Report Wastewater Surveillance Program.pdf](#) 
- [4.2 Attachment A Wastewater Surveillance Program Update.pdf](#) 
- [4.2 Attachment B Monkey pox infographic.png](#) 
- [4.2 Attachment C WIDOC MPXV FINAL 06082022-1.pdf](#) 
- 4.3. Adopt Resolution No. 2022-1168 Amending the Conflict-of-Interest Code Pursuant to the Political Reform Act of 1974 38 - 46
- [4.3 Staff Report Amending Conflict of Interest Code.pdf](#) 
- [4.3 Attachment A VALLEY SANITARY DISTRICT- CONFLICT OF INTEREST CODE \(2022\) \(LEGISLATIVE\)-c1.pdf](#) 
- [4.3 Attachment B Conflict of Interest Code Resolution 2022-1168.pdf](#) 
- 4.4. Authorize the General Manager to Issue a Purchase Order for Replacement Parts to Rehabilitate the Headworks Screening Washer in an Amount Not to Exceed \$33,668 47 - 59
- [4.4 Staff Report Headworks Screenings Washer Rehabilitation.pdf](#) 
- [4.4 Attachment A Misco JWC Environmental Quote.pdf](#) 
- [4.4 Attachment B Sole Source Justification Form.pdf](#) 
- [4.4 Attachment C Wastewater-Headworks-Screening_WP_NORTH-AMERICA.pdf](#) 
- 4.5. Discuss Revised Lateral Certification Policy 60 - 63

[4.5 Staff Report Revised Certification Policy.pdf](#) 

[4.5 Attachment A Revised Lateral Certification Policy 2022.pdf](#) 

5. GENERAL MANAGER'S ITEMS

6. COMMITTEE REPORTS

7. DIRECTOR'S ITEMS

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

8. INFORMATIONAL ITEMS

9. PUBLIC COMMENT

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

10. CONVENE IN CLOSED SESSION

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

10.1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

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

Title: General Manager

11. CONVENE IN OPEN SESSION

Report out on Closed Session items.

12. ADJOURNMENT

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

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

August 16, 2022

A special Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, August 16, 2022, at 45-500 Van Buren St., Indio, CA 92201, and 999 N. Pacific St. B103, Oceanside, CA 92054.

1. CALL TO ORDER

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

1.1 Roll Call

Directors Present:

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

Staff Present:

Beverli Marshall, Holly Gould, Jeanette Juarez, Ron Buchwald, Branden Rodriguez, Karen Hopper, Ed Luna, Craig Hayes, Best Best & Krieger, and Bob Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 August Employee Anniversaries

- Branden Rodriguez, Administrative Assistant – 4 Years

The Board thanked Branden for his years of service and dedication to the District.

2. PUBLIC COMMENT

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

Ed Luna commented on Item 4.3 Adopt Resolution No. 2022-1166 Amending Terms and Conditions of Employee Wages and Compensation Effective July 1, 2022, and Rescind Resolution No. 2022-1163.

3. CONSENT CALENDAR

3.1 Approve Minutes for June 28, 2022, Regular Meeting

3.2 Approve Warrants for July 21, 2022, through August 10, 2022

- 3.3 Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, for Fiscal Year 2021-22 Per District Policy for \$1,268
- 3.4 Accept Sewer Main Improvements for Van Buren Business Park Phase II Development and Authorize General Manager to Sign Certificate of Acceptance

The Board congratulated Beverli on achieving her doctorate.

ACTION TAKEN:

MOTION: Director Teague motioned to approve the consent calendar as presented. Vice President Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3222

4. NON-HEARING ITEMS

- 4.1 Recognize Staff for Receiving the National Association of Clean Water Agencies Peak Performance Silver Award for Calendar Year 2021

The National Association of Clean Water Agencies (NACWA) Peak Performance Silver Award is presented to facilities with no more than five violations per calendar year. All treatment facility applicants must be publicly owned by a current NACWA member agency and operate for at least one month or more during a calendar year. VSD has earned the Silver Award distinction for 2021. Only 177 of the 350 NACWA members earned Peak Performance recognition for 2021. VSD also received this award in 2019 but did not submit it for 2020. The Board congratulated staff on their achievement.

- 4.2 Recognize Staff for Receiving the Achievement for Excellence in Financial Reporting for Fiscal Year Ending June 30, 2021

The Certificate of Achievement (COA) is a prestigious national award representing the highest form of recognition in governmental accounting and financial reporting. Receiving the COA can only be accomplished upon completing an easily readable and efficiently organized Annual Comprehensive Financial Report (ACFR). The District has achieved this recognition for ten (10) consecutive years. In addition, these awards are presented to individuals designated by the agency as primarily responsible for having earned the certificate. The Administration Department worked to compile the award-winning ACFR by gathering the required information and statistical data related to District operation for the past eleven years, coordinating and preparing the report content, and ensuring that the report fully complied with rigorous GFOA standards. This year the COA was presented to Karen Hopper, Branden Rodriguez, and Jeanette Juarez. The Board presented Karen, Branden, and Jeanette with their awards and thanked them for their hard work.

4.3 Adopt Resolution No. 2022-1166 Amending Terms and Conditions of Employee Wages and Compensation Effective July 1, 2022, and Rescind Resolution No. 2022-1163

At the May 24, 2022, meeting, the Board of Directors adopted Resolution 2022-1163, amending the wages and benefits for District employees effective July 1, 2022. The resolution includes compensation for the District's contributions toward medical plan premiums, lateral certification incentive pay, and wellness program reimbursements. Resolution No. 2022-1166 will reflect the minimum monthly Public Employees' Medical & Hospital Care Act (PEMHCA) change from \$149 to \$151, effective January 23, 2022. The resolution will also amend the current lateral certification incentive pay from 5% to \$100 per month for each certification obtained, effective September 1, 2022. The resolution will also include an expanded Wellness reimbursement to incorporate exercise and fitness classes or fitness technology (e.g., Fitbit, Peloton, Mirror, etc.). The maximum reimbursement of \$420 remains unchanged. A discussion took place on the changes to the lateral certification incentive pay. The Board requested that staff bring this item back with information, including the Lateral Certification Incentive policy.

4.4 Receive CalPERS Health Plan Rates Effective January 1, 2023

Staff presented the Board with the CalPERS Medical Insurance premiums for 2023. There is no fiscal impact on the District based on the new medical plan premiums. On May 24, 2022, the Board of Directors adopted Resolution No. 2021-1163. This resolution established the District's contributions toward employees' health premiums (medical, dental, vision) each month. For the calendar year 2023, the total District contribution will be up to \$2,268 per month. If an employee chooses a plan that exceeds the District's total contributions, the additional amount will be deducted from the employee's paycheck each month. The Board of Directors received this information.

4.5 Adopt Resolution No. 2022-1167 Amending the Valley Sanitary District Investment Policy and Rescinding Resolution No. 2021-1151

California Government Code Section 53646 requires that all public agencies adopt an investment policy and that the policy be reviewed and approved annually. On August 10, 2021, the District adopted Resolution No. 2015-1151, adopting the District's Investment Policy. Local Agency Investment Guidelines recommend that the internal treasury staff conduct annual reviews. The revised Investment Policy has been updated to reflect the District's investment guidelines and conformed to meet California statutes governing local agencies. Staff recommends Resolution No. 2022-1167, adopting the District's Investment Policy, and rescinding Resolution No. 2021-1151.

**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT
ADOPTING THE DISTRICT’S INVESTMENT POLICY AND RESCINDING RESOLUTION NO. 2021-
1151”**

ACTION TAKEN:

MOTION: Director Duran motioned to adopt Resolution No. 2022-1167, amending the Valley Sanitary District Investment Policy and rescinding Resolution No. 2021-1151. Vice President Canero seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
RESOLUTION NO. 2022-1167

4.6 Authorize the General Manager to Execute Task Order No. 22-01 to Carollo Engineers to Provide Engineering Services During Construction for the Westward Ho Sewer Siphon Replacement Project in an Amount Not to Exceed \$830,062

On April 23, 2019, the Board authorized the General Manager to execute a contract with Carollo for the preliminary design of the replacement of the sewer siphon crossing the Coachella Stormwater Channel at Westward Ho. On April 28, 2020, the Board authorized the General Manager to execute a second contract with Carollo to prepare the final design plans and specifications. FEMA has finished its review of the plans and specifications with no revisions requested. It is currently providing final approval and notice of obligation for federal funding. Once FEMA has provided this final approval, VSD can proceed with publicly bidding the project. Carollo's proposal for engineering services during construction includes construction management and specialty inspection for the horizontal directional drilling process. While this proposal came in higher than previously anticipated, the design and construction budgets will be used to cover the proposed cost. Contingencies built into the project estimate will be used to cover the extra design/construction management costs. The total cost of this proposal is \$830,062.

ACTION TAKEN:

MOTION: Director Duran motioned to authorize the General Manager to execute Task Order No. 22-01 to Carollo Engineers to provide engineering services during construction for the Westward Ho Sewer Siphon Replacement Project in an amount not to exceed \$830,062. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2022-3223

4.7 Discuss Short-Term, Month-to-Month Contract for Health & Wellness Services and Provide Direction

On April 1, 2022, the District released a Request for Proposals (RFP) for an Employee Health and Wellness Program. The District received five proposals, one of which was deemed non-responsive. Based on legal guidance, the Board of Directors rejected all five proposals at its June 28 meeting and directed staff to publish a new Request for Proposals (RFP). The staff Safety Committee, responsible for discussing staff health and wellness needs, is reviewing the services to be included in the revised RFP and anticipates publishing it by mid-September. The new Health

& Wellness Program will be implemented effective January 1, 2023. The contract with Healthy Futures expired on June 30, 2022. The Board has directed staff to contract with Healthy Futures monthly until the new Health and Wellness program is implemented.

5. GENERAL MANAGER'S ITEMS

5.1 Monthly General Manager's Report – June 2022

6. COMMITTEE REPORTS

6.1 Operations Committee – August 2, 2022

Director William Teague, Director Mike Duran, and Ron Buchwald, District Engineer, reported on the Operations Committee Meeting held on August 2, 2022. The committee discussed public-private partnership options for biosolids management, the updated Sewer Use Ordinance, Enforcement Response Plan, and local limits, and the need to purchase a new combination cleaning truck.

7. DIRECTOR'S ITEMS

President Sear and Vice President Canero reported on the CASA Annual Conference they attended in Olympic Valley, CA. Director Duran stated that the District was mentioned in a Desert Sun article for Covid-19 wastewater testing.

8. INFORMATIONAL ITEMS

8.1 Update on Candidates for November 2022 General Election

Beverli Marshall, General Manager, gave an update on candidates for the November 2022 General Election. To date, no one has filed for Seat A. Candidates for Seat A have until August 17, 2022, at 5:00 p.m. to file their paperwork with the County Registrar's Office.

9. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 3:38 p.m. The next regular Board meeting will be on August 23, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
August 31, 2022

40721 4imprint, Inc	District Hats	\$3,996.30
40722 Associated Time Instruments	AOD - July 2022	\$295.56
40723 Bank of New York Mellon Corporate Trust Dept.	Fiscal Agent Fee - 8/1/2022-7/31/2023	\$2,182.20
40724 Cintas Corp	Uniforms, mats, towels, and etc - 8/4/2022	\$489.50
40725 Consolidated Electrical Distributors, Inc.	Electrical vinyl tape, rubber tape	\$43.73
40726 E.S. Babcock & Sons, Inc.	Weekly samples - VSD WWTP	\$244.74
40726 E.S. Babcock & Sons, Inc.	Weekly Samples VSD WWTP	\$244.74
40727 Eisenhower Occupational Health	DOT screenings	\$95.00
40728 Ellicott Dredge Technologies	Clamp ecc gheen 6 inch	\$807.71
40728 Ellicott Dredge Technologies	Gasket 6in aluminum travis rl	\$112.25
40728 Ellicott Dredge Technologies	Weight scale, load cell 3k lbs	\$862.62
40729 Fluid Components International LLC	Field service call - inspection of meters	\$2,708.71
40730 Grainger	Hose adapters	\$192.14
40731 Innovative Federal Strategies LLC	Federal advocacy - July 2022	\$6,500.00
40732 Jim's Desert Radiator & Full Auto Repair	Radiator repairs for Generator #2	\$3,500.00
40733 JM Test Systems, Inc	Gloves, hook, leather protectors	\$607.29
40734 Kaman Industrial Technologies	Spacers	\$476.28
40735 McMaster-Carr Supply Co.	Torch light, s hooks, turnbuckles	\$308.94
40735 McMaster-Carr Supply Co.	18-8 SS stud anchor	\$77.93
40736 Northern Safety Co.	Gloves	\$204.89
40737 Pyro-Comm Systems	Fire alarm monitoring - 8/1/2022-10/31/2022	\$135.00
40738 United Way of the Desert	PR 07/22/2022 - 08/04/2022 PD 08/12/2022	\$20.00
40739 USA Blue Book	Settleometers	\$195.44
40740 Van Dyke Corporation	Retention release ASP project	\$6,454.00
40741 Western Pump, Inc.	Annual AQMD testing April 2022	\$1,342.87
40742 Advanced Resources, LLC	Temp laboratory tech - 7/18/2022-7/31/2022	\$3,720.00
40743 Alliance Integration	Service call 1 hr	\$145.00
40743 Alliance Integration	Service call - 2 hours	\$290.00
40744 Alliance Protection	Fire alarm monitoring - 09/01/2022-11/30/2022	\$617.97
40745 Andrew Sorensen	Tri-State reimbursement	\$241.50
40746 Anna Bell	Tuition reimbursement	\$3,000.00
40747 Aztec Containers	2nd payment for trailer purchase	\$9,191.55
40748 Best, Best & Krieger	Legal services - July 2022	\$7,685.40
40749 Beverli Marshall	Tuition reimbursement - 1/19/2022-5/10/2022	\$1,268.00
40750 Blackbaud, Inc.	FE Services 12/7/2021-12/20/2021	\$404.70
40751 Caltest Analytical Laboratory	Weekly samples NPDES 2015-2020	\$383.40
40751 Caltest Analytical Laboratory	Weekly samples	\$353.40
40752 Cintas Corp	Uniforms, mats, towels, etc - 8/11/2022	\$508.73
40753 Daniel Mills	Tri-state reimbursement	\$608.38
40754 Desert Arc	Janitorial services - July 2022	\$3,500.36
40754 Desert Arc	Landscape services - August 2022	\$840.00
40755 Desert Sun Publishing Company	Notice of public hearing 7/7/2022-7/14/2022	\$382.80
40756 Diamond Environmental Services, LP	Portable restroom rental - 08/08/2022-9/4/2022	\$268.33
40757 Dudek & Associates, Inc.	Plant watermain replacement - July 2022	\$2,018.75
40758 Grainger	Recycling station	\$1,307.58
40758 Grainger	Spindle	\$128.00
40758 Grainger	spindle	\$128.00
40758 Grainger	Sealant	\$87.63
40758 Grainger	Miniature inc bulb	\$16.86
40758 Grainger	Pipe cutter, pleated air filters	\$379.73
40759 Hach Company	Filter glass	\$340.39
40760 Harris & Associates	PADM Coll Sys Ph 4 - July 2022	\$29,835.90
40761 HCI Systems, Inc	Smoke detector service call	\$639.00
40762 Heberto Moreno	Tri-state reimbursement	\$580.25
40763 Israel Garcia	Tri-state reimbursement	\$601.50
40764 Ivan Monroy	Tri-state reimbursement	\$601.50
40765 James Mills	Tri-state reimbursement	\$241.50
40766 Jimmy Garcia	Tristate reimbursement	\$327.69
40767 Mark Wiseman	Tri-state reimbursement	\$241.50
40768 Master's Refreshment Services LLC	Water delivery - 8/8/2022	\$273.00
40769 Matthew Pittelli	Tristate reimbursement	\$289.36
40770 McMaster-Carr Supply Co.	Pallet jack	\$1,174.23
40771 MidAmerica	2Q22 Admin Fee 4/1/2022-6/30/2022	\$225.00
40772 Mobile Modular Managment Corp	Trailer rental - 8/10/2022-9/8/2022	\$655.15
40773 Pipe Logix, Inc.	Pipelogix membership - 9/1/2022-8/31/2023	\$2,500.00
40774 Polydyne, Inc.	Polymer delivery - 8/10/2022	\$8,543.27
40775 Quinn Company	Gear oil	\$494.50
40776 Ray Marroquin	Tristate reimbursement	\$582.75
40777 Ronald Buchwald	Tri-state reimbursement	\$241.50
40778 Rudy's Pest Control	General pest - 8/12/2022	\$200.00
40779 Safety-Kleen Systems, Inc.	Parts washer service - 8/4/2022	\$207.83
40780 SC Fuels	Fuel delivery - 8/5/2022	\$2,533.93

40781	Scott Graham	Tri-state reimbursement	\$241.50
40782	Scott Sear	CASA conference reimbursement	\$264.00
40783	Southwest Networks, Inc.	Guardian BDR storage - September 2022	\$699.00
40783	Southwest Networks, Inc.	Cyber training, Guardian IT, Office 365 9/1/2022-11/30/2022	\$10,005.00
40784	Stantec Consulting Services, Inc.	IPS rehab - July 2022	\$3,208.00
40785	Staples Advantage	New purchases - July 2022	\$642.83
40786	Steven Shepard	Tri-state reimbursement	\$824.30
40787	Underground Service Alert	Dig alerts - July 2022	\$221.20
40788	Univar Solutions	Sodium bisulfite	\$6,220.27
40788	Univar Solutions	Sodium hypochlorite - 8/15/2022	\$12,349.50
40789	USA Blue Book	TNT+, Nitrate, solujet	\$454.35
40789	USA Blue Book	Square bottles	\$109.80
40790	Valley Office Equipment, Inc	Sharp copier maintenance - 7/13/2022-8/12/2022	\$107.03
40791	Walters Wholesale Electric	Conduit	\$157.37
40791	Walters Wholesale Electric	Building wires	\$347.05
40791	Walters Wholesale Electric	Parts for blower building a/c	\$1,560.67
40792	Yellow Mart	Boot reimbursement - Diego Rivera	\$250.00
202208161	City of Coachella	Water - August 2022	\$48.02
202208162	Purchase Power	Postage meter refill - 07/18/2022	\$208.99
202208181	SoCal Gas	Natural gas - July 2022	\$189.78
202208221	Basic	COBRA annual admin fee - 8/1/2022-7/31/2023	\$310.00
202208222	FedEx	Shipping charges - 8/2/2022	\$326.99
202208222	FedEx	Shipping charges as of 8/9/2022	\$226.17
202208231	Standard Insurance Company	Dental and Vision insurance - September 2022	\$4,381.36
202208234	CalPERS Health	Health insurance - September 2022	\$49,176.18
202208241	FedEx	Shipping charges - 8/16/2022	\$236.42
202208311	Domino Solar LTD	Electricity - July 2022	\$8,973.15
202208312	Imperial Irrigation District	Electricity - July 2022	\$40,486.31
202208313	Standard Insurance Company	Life and Disability insurance - September 2022	\$1,627.26
202208261	Paychex - Direct Deposit	PR 08/05/2022 - 08/18/2022 PD 08/26/2022	\$91,683.54
202208262	Paychex - Fee	PR 08/05/2022 - 08/18/2022 PD 08/26/2022	\$259.71
202208263	Paychex - Garnishment	PR 08/05/2022 - 08/18/2022 PD 08/26/2022	\$210.46
202208264	Paychex - Tax	PR 08/05/2022 - 08/18/2022 PD 08/26/2022	\$43,120.53
202208265	CalPERS 457	PR 08/05/2022 - 08/18/2022 PD 08/26/2022	\$1,070.00
202208266	Vantage Point Transfer Agents - ICMA	PR 08/05/2022 - 08/18/2022 PD 08/26/2022	\$1,470.00
202208267	MassMutual	PR 08/05/2022 - 08/18/2022 PD 08/26/2022	\$10.00
202208268	Nationwide Retirement Solution	PR 08/05/2022 - 08/18/2022 PD 08/26/2022	\$1,713.00
202208269	CalPERS Retirement	PR 08/05/2022 - 08/18/2022 PD 08/26/2022	\$22,717.15
		Totals	\$427,010.55



**Valley Sanitary District
Board of Directors Meeting
August 30, 2022**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Monthly Revenue & Expense Report for the Period Ending July 31, 2022

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

Executive Summary

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

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact from this report.

Background

The adopted operating and capital budget for the fiscal year 2022/23 includes \$17,767,816 in revenues and \$16,189,076 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 July 31, 2022, the District has recorded \$889,641 in revenue. The revenues are \$889,641 or 39.9% under the annual straight-line budget. The variance is attributed to pending tax roll revenue expected to be collected in November 2022.
- As of July 31, 2022, the District has incurred \$1,092,925 in expenditures. The District’s expenditures are \$256,165 or 19.0% 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.

FUND	UNAUDITED FUND BALANCE AS OF 7/31/2022
OPERATING FUND (FUND 11)	\$ 14,090,984
SPECIAL REVENUE FUND (FUND 11 AND FUND 6)	1,063,358
FIDUCIARY FUND (FUND 4)	735,164
CAPITAL IMPROVEMENT FUND (FUND 13)	11,384,935
RESTRICTED CIP FUND (FUND 12)	28,979,533
TOTAL	\$ 56,253,974

Recommendation

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

Attachments

- Attachment A: Monthly Income Summary for July 2022
- Attachment B: Budget Variance Report for July 2022
- Attachment C: Summary of Cash and Investments for July 2022

Valley Sanitary District
Budget Variance Report
July 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	YTD Budget	Favorable (Unfavorable)	
Revenues:								
Operating Revenue	16,769,198	105,888	1,397,433	(1,291,545)	105,888	1,397,433	(1,291,545)	99.4%
Non-Operating Revenue	998,618	783,753	83,218	700,535	783,753	83,218	700,535	21.5%
Total Operating Revenue	17,767,816	889,641	1,480,651	(591,010)	889,641	1,480,651	(591,010)	95.0%
Operating Expenses:								
Salaries And Wages	3,543,600	254,495	295,300	40,805	254,495	295,300	40,805	92.8%
Director Fee/Payroll Tax-Board	94,985	5,900	7,915	2,015	5,900	7,915	2,015	93.8%
Bonus, Awards, Recertification	10,300	100	858	758	100	858	758	99.0%
Overtime	33,100	1,651	2,758	1,108	1,651	2,758	1,108	95.0%
Callout	13,000	297	1,083	787	297	1,083	787	97.7%
Standby Pay	61,824	4,692	5,152	460	4,692	5,152	460	92.4%
Longevity	43,000	3,138	3,583	445	3,138	3,583	445	92.7%
Retirement Contributions	357,077	24,949	29,756	4,807	24,949	29,756	4,807	93.0%
Fica And Medicare	347,615	20,437	28,968	8,531	20,437	28,968	8,531	94.1%
Life Insurance	7,260	585	605	20	585	605	20	91.9%
Health Insurance	615,374	46,579	51,281	4,702	46,579	51,281	4,702	92.4%
Dental Insurance	44,232	3,551	3,686	135	3,551	3,686	135	92.0%
Vision Insurance	8,156	645	680	35	645	680	35	92.1%
Long Term Disability	10,416	846	868	22	846	868	22	91.9%
Accounting Services-Admin	77,771	2,437	6,481	4,044	2,437	6,481	4,044	96.9%
Certifications	24,080	352	2,007	1,655	352	2,007	1,655	98.5%
Chemicals	529,620	41,754	44,135	2,381	41,754	44,135	2,381	92.1%
Comprehensive Insurance	371,193	30,982	30,933	(49)	30,982	30,933	(49)	91.7%
Conferences/ Meetings	202,629	11,242	16,886	5,644	11,242	16,886	5,644	94.5%
Contracts	1,527,336	50,267	127,278	77,012	50,267	127,278	77,012	96.7%
County Expense	23,100	3,219	1,925	(1,294)	3,219	1,925	(1,294)	86.1%
Covid-19 Supplies	15,759	293	1,313	1,020	293	1,313	1,020	98.1%
Election Expense	70,000	-	5,833	5,833	-	5,833	5,833	100.0%
Electric	726,000	49,830	60,500	10,670	49,830	60,500	10,670	93.1%
Gas, Oil & Fuel	58,000	-	4,833	4,833	-	4,833	4,833	100.0%
Grit & Screening Removal	40,000	1,277	3,333	2,056	1,277	3,333	2,056	96.8%
Legal Services	70,000	7,685	5,833	(1,852)	7,685	5,833	(1,852)	89.0%
Debt Service	4,412,971	367,748	367,748	-	367,748	367,748	-	91.7%
Medical Services	32,943	123	2,745	2,622	123	2,745	2,622	99.6%
Memberships	60,298	15,673	5,025	(10,648)	15,673	5,025	(10,648)	74.0%
Misc. Professional Services	109,391	12,166	9,116	(3,050)	12,166	9,116	(3,050)	88.9%
Natural Gas	7,000	190	583	394	190	583	394	97.3%
Office Supplies	26,000	2,194	2,167	(27)	2,194	2,167	(27)	91.6%
Opeb Contribution	81,719	1,192	6,810	5,618	1,192	6,810	5,618	98.5%
Other Expenses	70,000	1,011	5,833	4,823	1,011	5,833	4,823	98.6%
Permits & Fees	117,925	1,101	9,827	8,726	1,101	9,827	8,726	99.1%
Projects	369,000	-	30,750	30,750	-	30,750	30,750	100.0%
Publications	3,500	413	292	(121)	413	292	(121)	88.2%
Repairs & Maintenance	650,637	38,731	54,220	15,488	38,731	54,220	15,488	94.0%
Research & Monitoring	97,000	2,888	8,083	5,196	2,888	8,083	5,196	97.0%
Supplies	247,306	5,310	20,609	15,299	5,310	20,609	15,299	97.9%
Telephone/Internet	34,569	2,499	2,881	382	2,499	2,881	382	92.8%
Tools & Equipment	44,300	-	3,692	3,692	-	3,692	3,692	100.0%
Tuition Reimbursement	12,000	-	1,000	1,000	-	1,000	1,000	100.0%
Uniform Services	45,620	1,850	3,802	1,952	1,850	3,802	1,952	95.9%
Unfunded Accrued Liability	736,606	-	61,384	61,384	-	61,384	61,384	100.0%
Water	27,500	2,875	2,292	(584)	2,875	2,292	(584)	89.5%
Workers Compensation	77,364	8,375	6,447	(1,928)	8,375	6,447	(1,928)	89.2%
Total Operating Expenses (Before Depreciation)	16,189,076	1,031,541	1,349,090	317,548	1,031,541	1,349,090	317,548	93.6%
Operating Expenses in Excess of Operating Revenue			(141,900)			(141,900)		

Valley Sanitary District
Budget Variance Report
July 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY22 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages	3,756,809	267,134	313,067	45,933	267,134	313,067	45,933	92.9%
Fringe Benefits	1,433,130	100,731	119,428	18,697	100,731	119,428	18,697	93.0%
Services	1,982,849	78,632	165,237	86,606	78,632	165,237	86,606	96.0%
Supplies and Materials	1,610,622	91,170	134,219	43,048	91,170	134,219	43,048	94.3%
Fuels and Lubricants	58,000	-	4,833	4,833	-	4,833	4,833	100.0%
Comprehensive Insurance	448,557	39,357	37,380	(1,977)	39,357	37,380	(1,977)	91.2%
Projects	369,000	-	30,750	30,750	-	30,750	30,750	100.0%
Utilities	800,500	54,172	66,708	12,536	54,172	66,708	12,536	93.2%
Debt Service	4,412,971	367,748	367,748	-	367,748	367,748	-	91.7%
Permits and Fees	141,025	4,321	11,752	7,431	4,321	11,752	7,431	96.9%
Unfunded Accrued Liability	736,606	-	61,384	61,384	-	61,384	61,384	100.0%
Other	439,007	28,277	36,584	8,307	28,277	36,584	8,307	93.6%
Total Operating Expenses (Before Depreciation)	16,189,076	1,031,541	1,349,090	317,548	1,031,541	1,349,090	317,548	93.6%
Revenues:								
Operating Revenue	16,769,198	105,888	1,397,433	(1,291,545)	105,888	1,397,433	(1,291,545)	99.4%
Non-Operating Revenue	998,618	783,753	83,218	700,535	783,753	83,218	700,535	21.5%
Total Revenue	17,767,816	889,641	1,480,651	(591,010)	889,641	1,480,651	(591,010)	95.0%
Net Operating Gain (Loss)		(141,900)			(141,900)			

Valley Sanitary District
Budget Variance Report
July 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	YTD Budget	Favorable (Unfavorable)	
Revenues:								
Operating Revenue	16,769,198	105,888	1,397,433	(1,291,545)	105,888	1,397,433	(1,291,545)	99.4%
Non-Operating Revenue	998,618	783,753	83,218	700,535	783,753	83,218	700,535	21.5%
Total Operating Revenue	17,767,816	889,641	1,480,651	(591,010)	889,641	1,480,651	(591,010)	95.0%
Operating Expenses:								
Salaries And Wages	3,543,600	254,495	295,300	40,805	254,495	295,300	40,805	92.8%
Director Fee/Payroll Tax-Board	94,985	5,900	7,915	2,015	5,900	7,915	2,015	93.8%
Bonus, Awards, Recertification	10,300	100	858	758	100	858	758	99.0%
Overtime	33,100	1,651	2,758	1,108	1,651	2,758	1,108	95.0%
Callout	13,000	297	1,083	787	297	1,083	787	97.7%
Standby Pay	61,824	4,692	5,152	460	4,692	5,152	460	92.4%
Longevity	43,000	3,138	3,583	445	3,138	3,583	445	92.7%
Retirement Contributions	357,077	24,949	29,756	4,807	24,949	29,756	4,807	93.0%
Fica And Medicare	347,615	20,437	28,968	8,531	20,437	28,968	8,531	94.1%
Life Insurance	7,260	585	605	20	585	605	20	91.9%
Health Insurance	615,374	46,579	51,281	4,702	46,579	51,281	4,702	92.4%
Dental Insurance	44,232	3,551	3,686	135	3,551	3,686	135	92.0%
Vision Insurance	8,156	645	680	35	645	680	35	92.1%
Long Term Disability	10,416	846	868	22	846	868	22	91.9%
Accounting Services-Admin	77,771	2,437	6,481	4,044	2,437	6,481	4,044	96.9%
Certifications	24,080	352	2,007	1,655	352	2,007	1,655	98.5%
Chemicals	529,620	41,754	44,135	2,381	41,754	44,135	2,381	92.1%
Comprehensive Insurance	371,193	30,982	30,933	(49)	30,982	30,933	(49)	91.7%
Conferences/ Meetings	202,629	11,242	16,886	5,644	11,242	16,886	5,644	94.5%
Contracts	1,527,336	50,267	127,278	77,012	50,267	127,278	77,012	96.7%
County Expense	23,100	3,219	1,925	(1,294)	3,219	1,925	(1,294)	86.1%
Covid-19 Supplies	15,759	293	1,313	1,020	293	1,313	1,020	98.1%
Election Expense	70,000	-	5,833	5,833	-	5,833	5,833	100.0%
Electric	726,000	49,830	60,500	10,670	49,830	60,500	10,670	93.1%
Gas, Oil & Fuel	58,000	-	4,833	4,833	-	4,833	4,833	100.0%
Grit & Screening Removal	40,000	1,277	3,333	2,056	1,277	3,333	2,056	96.8%
Legal Services	70,000	7,685	5,833	(1,852)	7,685	5,833	(1,852)	89.0%
Debt Service	4,412,971	367,748	367,748	-	367,748	367,748	-	91.7%
Medical Services	32,943	123	2,745	2,622	123	2,745	2,622	99.6%
Memberships	60,298	15,673	5,025	(10,648)	15,673	5,025	(10,648)	74.0%
Misc. Professional Services	109,391	12,166	9,116	(3,050)	12,166	9,116	(3,050)	88.9%
Natural Gas	7,000	190	583	394	190	583	394	97.3%
Office Supplies	26,000	2,194	2,167	(27)	2,194	2,167	(27)	91.6%
Opeb Contribution	81,719	1,192	6,810	5,618	1,192	6,810	5,618	98.5%
Other Expenses	70,000	1,011	5,833	4,823	1,011	5,833	4,823	98.6%
Permits & Fees	117,925	1,101	9,827	8,726	1,101	9,827	8,726	99.1%
Projects	369,000	-	30,750	30,750	-	30,750	30,750	100.0%
Publications	3,500	413	292	(121)	413	292	(121)	88.2%
Repairs & Maintenance	650,637	38,731	54,220	15,488	38,731	54,220	15,488	94.0%
Research & Monitoring	97,000	2,888	8,083	5,196	2,888	8,083	5,196	97.0%
Supplies	247,306	5,310	20,609	15,299	5,310	20,609	15,299	97.9%
Telephone/Internet	34,569	2,499	2,881	382	2,499	2,881	382	92.8%
Tools & Equipment	44,300	-	3,692	3,692	-	3,692	3,692	100.0%
Tuition Reimbursement	12,000	-	1,000	1,000	-	1,000	1,000	100.0%
Uniform Services	45,620	1,850	3,802	1,952	1,850	3,802	1,952	95.9%
Unfunded Accrued Liability	736,606	61,384	61,384	-	61,384	61,384	-	91.7%
Water	27,500	2,875	2,292	(584)	2,875	2,292	(584)	89.5%
Workers Compensation	77,364	8,375	6,447	(1,928)	8,375	6,447	(1,928)	89.2%
Total Operating Expenses (Before Depreciation)	16,189,076	1,092,925	1,349,090	256,165	1,092,925	1,349,090	256,165	93.2%
Operating Expenses in Excess of Operating Revenue				(203,284)				(203,284)

Valley Sanitary District
Budget Variance Report
July 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY22 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages	3,756,809	267,134	313,067	45,933	267,134	313,067	45,933	92.9%
Fringe Benefits	1,433,130	100,731	119,428	18,697	100,731	119,428	18,697	93.0%
Services	1,982,849	78,632	165,237	86,606	78,632	165,237	86,606	96.0%
Supplies and Materials	1,610,622	91,170	134,219	43,048	91,170	134,219	43,048	94.3%
Fuels and Lubricants	58,000	-	4,833	4,833	-	4,833	4,833	100.0%
Comprehensive Insurance	448,557	39,357	37,380	(1,977)	39,357	37,380	(1,977)	91.2%
Projects	369,000	-	30,750	30,750	-	30,750	30,750	100.0%
Utilities	800,500	54,172	66,708	12,536	54,172	66,708	12,536	93.2%
Debt Service	4,412,971	367,748	367,748	-	367,748	367,748	-	91.7%
Permits and Fees	141,025	4,321	11,752	7,431	4,321	11,752	7,431	96.9%
Unfunded Accrued Liability	736,606	61,384	61,384	-	61,384	61,384	-	91.7%
Other	439,007	28,277	36,584	8,307	28,277	36,584	8,307	93.6%
Total Operating Expenses (Before Depreciation)	16,189,076	1,092,925	1,349,090	256,165	1,092,925	1,349,090	256,165	93.2%
Revenues:								
Operating Revenue	16,769,198	105,888	1,397,433	(1,291,545)	105,888	1,397,433	(1,291,545)	99.4%
Non-Operating Revenue	998,618	783,753	83,218	700,535	783,753	83,218	700,535	21.5%
Total Revenue	17,767,816	889,641	1,480,651	(591,010)	889,641	1,480,651	(591,010)	95.0%
Net Operating Gain (Loss)		(203,284)			(203,284)			

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 07/01/2022 TO 07/31/2022 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

LAIF Fund 4 - Agency Fund			
Beginning Balance (Fund 4)	724,441		
Net Transfer from (to) Fund 11	0		
Fair Value Factor for quarter ending 06/30/2022	9,448		
Interest (Pd quarterly - Int. Rate 0.75%)	1,275		
Fund 04 Ending Balance		735,164	
LAIF Fund 6 - Wastewater Revenue Refunding Bonds			
Beginning Balance (Fund 6)	738		
Net Transfer from (to) Fund 11	0		
Fair Value Factor for quarter ending 06/30/2022	10		
Interest (Pd quarterly - Int. Rate 0.75%)	1		
Fund 06 Ending Balance		749	
LAIF Fund 10 - Recycled Water Project			
Beginning Balance (Fund 10)	0		
Net Transfer from (to) Fund 11	0		
Fair Value Factor for quarter ending 06/30/2022	0		
Interest (Pd quarterly - Int. Rate 0.75%)	0		
Fund 10 Ending Balance		0	
LAIF Fund 11 - Operating Fund			
Beginning Balance (Fund 11)	19,961,204		
Net Transfer from (to) Fund 04	0		
Net Transfer from (to) Fund 06	0		
Net Transfer from (to) Fund 12	35,924		
Net Transfer from (to) Fund 13	(101,648)		
Fund Transfer from (to) LAIF - WF	(8,100,000)		
Fair Value Factor for quarter ending 06/30/2022	260,345		
Interest (Pd quarterly - Int. Rate 0.75%)	35,126		
Fund 11 Ending Balance		12,090,951	
LAIF Fund 12 - Reserve Fund			
Beginning Balance (Fund 12)	28,592,227		
Net Transfer from (to) Fund 11	(35,924)		
Fair Value Factor for quarter ending 06/30/2022	372,914		
Interest (Pd quarterly - Int. Rate 0.75%)	50,316		
Fund 12 Ending Balance		28,979,533	
LAIF Fund 13 - Capital Improvement Fund			
Beginning Balance	11,118,705		
Connection Fees	101,648		
(Disbursements) or Reimbursements	0		
Net Transfer from (to) Fund 11	101,648		
Fair Value Factor for quarter ending 06/30/2022	145,016		
Interest (Pd quarterly - Int. Rate 0.75%)	19,566		
Fund 13 Ending Balance		11,384,935	
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13		53,191,332	

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	2,378,697		
Deposits	441,688		
Fund Transfer from (to) LAIF (net)	8,100,000		
Disbursements and Payroll	(8,920,352)		
Wells Fargo Ending Balance		2,000,033	

CALTRUST - FUND 11

Beginning Balance	1,057,211		
Interest Income	1,105		
Unrealized Gain / <Loss>	4,293		
CalTRUST Ending Balance		1,062,609	

TOTAL WELLS FARGO AND CALTRUST CHECKING		3,062,642	
TOTAL CASH AND INVESTMENTS		56,253,974	

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

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



**Valley Sanitary District
Board of Directors Meeting
August 30, 2022**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: **Credit Card Statement for Period Ending July 31, 2022**

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

Executive Summary

The purpose of this report is to present the credit card statement ending July 31, 2022, to the Board of Directors.

Strategic Plan Compliance

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

Fiscal Impact

The total charges incurred for the credit card statement ending July 31, 2022, are \$18,193.22.

Background

The attached report summarizes the District’s credit card expenditures for the statement ending July 31, 2022.

Recommendation

Staff recommends that the Board receive and file the credit card report and statement for the period ending July 31, 2022.

Attachments

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

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
07/27	07/29	PPLN01	24692162209100643255654	SOUTHWES 5262146830251 800-435-9792 TX PITTELLI/MATTHEW THO 080822 PSP LAS WN G PSP WN F	\$218.96

Cardholder Account Summary				
BEVERLI A MARSHALL ### ## 5986	Payments & Other Credits \$397.90-	Purchases & Other Charges \$2,332.31	Cash Advances \$0.00	Total Activity \$1,934.41

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/29	07/01	PPLN01	24943002181750009179745	HYATT RESORT @ SQUAW CRK 5304127034 CA	\$357.90
06/30	07/01	PPLN01	24013392181003339220791	WATEREUSE ASSOCIATION 571-4455502 VA	\$625.00
07/05	07/06	PPLN01	24493982187083165301718	PE SUBSCRIPTIONS 951-368-9000 CA	\$10.00
07/12	07/13	PPLN01	24492152193894620911096	PAYPAL *QUICKYMARTL 402-935-7733 CA	\$4.99
07/14	07/15	PPLN01	24009582195300624103427	WEF MAIN 703-684-2400 VA	\$332.00
07/16	07/17	PPLN01	24692162197100933060115	TRUE COLORS INTERNATIO 800-422-4686 CA	\$49.95
07/16	07/17	PPLN01	24692162197100037641307	AWWA.ORG 303-347-6197 CO	\$302.00
07/18	07/19	PPLN01	24692162199100259458727	SQ *TKB BAKERY & DELI Indio CA	\$65.89
07/19	07/20	PPLN01	24492152200852953559321	LIEBERTCASS 310-981-2000 CA	\$569.59
07/21	07/22		74692162202100702960428	CREDIT VOUCHER	\$40.00-
07/21	07/24		74943002203750009266087	EXPEDIA 72335317192620 EXPEDIA.COM WA CREDIT VOUCHER HYATT RESORT @ SQUAW CRK 5304127034 CA	\$357.90-
07/28	07/28	PPLN01	24692162209100120902406	Palm Sp Desert Sun 888-426-0491 IN	\$14.99

Cardholder Account Summary				
RON BUCHWALD ### ## 6000	Payments & Other Credits \$0.00	Purchases & Other Charges \$668.40	Cash Advances \$0.00	Total Activity \$668.40

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/19	07/21	PPLN01	24717052201172019587947	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80
07/19	07/21	PPLN01	24717052201172019587954	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80
07/19	07/21	PPLN01	24717052201172019587970	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80

Cardholder Account Summary				
HEBERTO MORENO ### ## 6026	Payments & Other Credits \$0.00	Purchases & Other Charges \$522.36	Cash Advances \$0.00	Total Activity \$522.36

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/06	07/07	PPLN01	24055232188206538700139	BENLO RV II INDIO CA	\$303.32
07/14	07/15	PPLN01	24692162195100663105488	APPLE.COM/BILL 866-712-7753 CA	\$2.99
07/28	07/29	PPLN01	24492152209852371066819	OWPSACSTATE 916-278-6142 CA	\$216.05

Cardholder Account Summary					
TINO TIJERINA #### #### #### 6034		Payments & Other Credits \$0.00	Purchases & Other Charges \$3,410.13	Cash Advances \$0.00	Total Activity \$3,410.13
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/30	07/01	PPLN01	24270742181900019146259	ZEKE'S EATIN PLACE ONTARIO CA	\$45.85
07/06	07/07	PPLN01	24801972188690356811755	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$106.00
07/07	07/10	PPLN01	24943012189010181333771	THE HOME DEPOT #6874 INDIO CA	\$325.16
07/11	07/13	PPLN01	24943012193010195375986	THE HOME DEPOT #6630 LA QUINTA CA	\$95.33
07/13	07/14	PPLN01	24943002195400511000054	RSD-THOUSAND PALMS#62 THOUSAND PALM CA	\$676.53
07/12	07/14	PPLN01	24269792194500612029200	KSC & SON CORPORATION - G INDIO CA	\$15.00
07/12	07/14	PPLN01	24269792194500612029382	KSC & SON CORPORATION - G INDIO CA	\$15.00
07/12	07/14	PPLN01	24269792194500612029465	KSC & SON CORPORATION - G INDIO CA	\$15.00
07/12	07/14	PPLN01	24269792194500612029531	KSC & SON CORPORATION - G INDIO CA	\$15.00
07/12	07/14	PPLN01	24269792194500612029614	KSC & SON CORPORATION - G INDIO CA	\$15.00
07/12	07/14	PPLN01	24269792194500612029796	KSC & SON CORPORATION - G INDIO CA	\$15.00
07/14	07/17	PPLN01	24707802196017025706832	ANDY'S #4 BURGER INDIO CA	\$25.94
07/14	07/17	PPLN01	24707802196017025706790	ANDY'S #4 BURGER INDIO CA	\$107.15
07/19	07/20	PPLN01	24492152200745245365145	OFFICESUPPLY.COM 866-302-5397 WI	\$543.73
07/19	07/21	PPLN01	24717052201172019589075	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80
07/19	07/21	PPLN01	24717052201172019589364	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80
07/19	07/21	PPLN01	24717052201172019589398	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80
07/19	07/21	PPLN01	24717052201172019589406	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80
07/23	07/24	PPLN01	24692162204100871920776	GIH*GLOBALINDUSTRIALEQ 800-645-2986 FL	\$333.80
07/24	07/26	PPLN01	24269792206500626496326	KSC & SON CORPORATION - G INDIO CA	\$19.99
07/24	07/26	PPLN01	24269792206500626496409	KSC & SON CORPORATION - G INDIO CA	\$19.99
07/24	07/26	PPLN01	24269792206500626496573	KSC & SON CORPORATION - G INDIO CA	\$19.99
07/24	07/26	PPLN01	24269792206500626496656	KSC & SON CORPORATION - G INDIO CA	\$19.99
07/24	07/26	PPLN01	24269792206500626496730	KSC & SON CORPORATION - G INDIO CA	\$19.99
07/24	07/26	PPLN01	24269792206500626496813	KSC & SON CORPORATION - G INDIO CA	\$19.99
07/24	07/26	PPLN01	24269792206500626496995	KSC & SON CORPORATION - G INDIO CA	\$19.99
07/25	07/27	PPLN01	24269792207500606642948	KSC & SON CORPORATION - G INDIO CA	\$19.99
07/27	07/28	PPLN01	24231682209837000060863	SMART AND FINAL 718 COACHELLA CA	\$9.52

Cardholder Account Summary					
EDUARDO LUNA #### #### #### 9557		Payments & Other Credits \$0.00	Purchases & Other Charges \$277.39	Cash Advances \$0.00	Total Activity \$277.39
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/30	07/01	PPLN01	24801972182690317409729	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$192.00
07/05	07/07	PPLN01	24943012187010194575972	THE HOME DEPOT #6874 INDIO CA	\$50.00
07/05	07/07	PPLN01	24943012187010194576251	THE HOME DEPOT #6874 INDIO CA	\$35.39

Cardholder Account Summary					
BRANDEN RODRIGUEZ #### #### #### 9565		Payments & Other Credits \$0.00	Purchases & Other Charges \$367.56	Cash Advances \$0.00	Total Activity \$367.56
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/08	07/10	PPLN01	24744002189900019400028	ROUND TABLE PIZZA INDIO CA	\$79.56
07/21	07/22	PPLN01	24801972203690443185016	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$96.00
07/21	07/22	PPLN01	24801972203690443199561	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$192.00

Cardholder Account Summary					
HOLLY GOULD #### #### #### 7260		Payments & Other Credits \$376.50-	Purchases & Other Charges \$9,157.92	Cash Advances \$0.00	Total Activity \$8,781.42

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/29	07/01	PPLN01	24943002181750009179224	HYATT RESORT @ SQUAW CRK 5304127034 CA	\$357.90
06/29	07/01	PPLN01	24943002181750009179232	HYATT RESORT @ SQUAW CRK 5304127034 CA	\$357.90
06/29	07/01	PPLN01	24202982181030036506932	CALIFORNIA SPECIAL DISTRI 916-442-7887 CA	\$3,250.00
06/29	07/01	PPLN01	24207852181167101339433	CALIFORNIA ASSOCIATION OF 916-4460388 CA	\$1,875.00
07/01	07/03	PPLN01	24493982183206133504279	BACKGROUNDS ONLINE 800-838-4804 CA	\$27.90
07/06	07/07	PPLN01	24431062187083747718963	AMAZON.COM*WL8QE7B63 AMZN AMZN.COM/BILL WA	\$69.98
07/06	07/07	PPLN01	24492152188852372902678	OWPSACSTATE 916-278-6142 CA	\$113.53
07/09	07/10	PPLN01	24692162190100638139518	CBI*FLIPPINGBOOK LTD. 800-799-9570 IL	\$530.00
07/07	07/10	PPLN01	24164072189105005071718	STAPLES 00113241 LA QUINTA CA	\$1,165.88
07/12	07/13	PPLN01	24226382194091001917405	WAL-MART #2181 INDIO CA	\$87.64
07/13	07/14	PPLN01	24492152194852677527131	OWPSACSTATE 916-278-6142 CA	\$125.55
07/13	07/14	PPLN01	24492152194852677581146	OWPSACSTATE 916-278-6142 CA	\$69.55
07/13	07/19		74717052199171959945692	CREDIT VOUCHER SO PT HOTEL AND CASINO 702-7967111 NV UNITED 0162424593658 800-932-2732 TX COMMONS/DAVE 091022	\$90.40-
07/18	07/20	PPLN01	24692162200100880620601	ONT SFO UA L X ONT UA W O	\$235.20
07/19	07/20	PPLN01	24445002201400201577457	WM SUPERCENTER #2181 INDIO CA	\$40.09
07/21	07/22	PPLN01	24801972203690443316264	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$192.00
07/22	07/24	PPLN01	24431062203083720638444	AMAZON.COM*6908G5873 AMZN AMZN.COM/BILL WA	\$32.60
07/25	07/26	PPLN01	24445002207400203177524	WM SUPERCENTER #2181 INDIO CA	\$72.89
07/25	07/26	PPLN01	24559302206900014279770	CSMFO 916-2312137 CA	\$150.00
07/26	07/27	PPLN01	24692162207100137089363	AMZN Mktp US*VQ96O6I13 Amzn.com/bill WA	\$293.25
07/22	07/28		74755422208162058865227	CREDIT VOUCHER SHERATON 916-4471700 CA	\$286.10-
07/29	07/29	PPLN01	24431062210083328592440	CHIPOTLE ONLINE 180-024-4768 CA	\$111.06

Cardholder Account Summary					
ANNA BELL #### #### #### 7278		Payments & Other Credits \$0.00	Purchases & Other Charges \$62.63	Cash Advances \$0.00	Total Activity \$62.63

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/01	07/01	PPLN01	24692162182100335168224	UCONFIRM 866-312-8266 GA	\$48.95
07/01	07/03	PPLN01	24943012183010185290213	THE HOME DEPOT #6874 INDIO CA	\$13.68

Cardholder Account Summary					
JIMMY GARCIA #### #### #### 7450		Payments & Other Credits \$0.00	Purchases & Other Charges \$52.08	Cash Advances \$0.00	Total Activity \$52.08

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/18	07/20	PPLN01	24943012200010183763582	THE HOME DEPOT #6630 LA QUINTA CA	\$32.56
07/18	07/20	PPLN01	24943012200010183761271	THE HOME DEPOT #6630 LA QUINTA CA	\$19.52

Cardholder Account Summary					
DANIEL A MILLS #### #### #### 8110		Payments & Other Credits \$0.00	Purchases & Other Charges \$431.85	Cash Advances \$0.00	Total Activity \$431.85
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/20	07/22	PPLN01	24692162202100642862218	THE HOME DEPOT 6874 INDIO CA	\$431.85

Cardholder Account Summary					
DAVE COMMONS #### #### #### 7327		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,106.19	Cash Advances \$0.00	Total Activity \$1,106.19
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/03	07/04	PPLN01	24204292184000639477640	Adobe Inc 800-8336687 CA	\$14.99
07/08	07/10	PPLN01	24431062190206541400018	CA-NV SECTION, AWWA 909-481-7200 CA	\$100.00
07/18	07/19	PPLN01	24431062200206541200507	CA-NV SECTION, AWWA 909-481-7200 CA	\$100.00
07/26	07/28	PPLN01	24717052208262080081509	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80
07/26	07/28	PPLN01	24717052208262080081533	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80
07/26	07/28	PPLN01	24717052208262080081566	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80
07/26	07/28	PPLN01	24717052208262080081582	SO PT HOTEL AND CASINO 702-7967111 NV	\$222.80

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 08/10/22 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$18193.22

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$18,193.22
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



**Valley Sanitary District
Board of Directors Meeting
August 30, 2022**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

THROUGH: Anna Bell, Laboratory & Compliance Supervisor

SUBJECT: Update on the Wastewater Surveillance Program and Related Costs

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

Executive Summary

The purpose of this report is to update the Board on the participation in Wastewater Surveillance programs.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 4: Increase Community Understanding and Support.

Fiscal Impact

The cost of wastewater surveillance laboratory analysis is \$9,735 to date. This does not include staff time and related expenses.

Background

With the increasing concerns regarding Monkeypox, VSD laboratory staff reached out to the CDC’s National Wastewater Surveillance System (NWSS) to learn more about the current programs available for wastewater surveillance. VSD will be joining the Stanford-based initiative WastewaterSCAN to monitor for COVID-19, monkeypox, Influenza A, RSV genetic markers and other pathogens in the community. SCAN is a Stanford University collaboration with Emory University in Atlanta, GA with the implementation partner Verily Life Sciences, LLC (Verily), in a national effort to provide a leading approach for monitoring diseases and research in developing a solution.

Philanthropic funding is covering the full cost of sampling materials, shipping, and stipends to cover the cost to municipalities for up to 18 months. During this time, VSD staff will collect primary sludge samples three times per week and ship to Verily for analysis. Results will be returned approximately 48-hours after Verily receives the samples.

A real-time dashboard will be available via the web and will be comparable against local clinical cases, other municipalities, and other comparators making the data useful to public health officials. SCAN website: <https://publichealth.verily.com/>.

Recommendation

Staff recommends that the Board receive the information provided by staff.

Attachments

Attachment A: Wastewater Surveillance Presentation



**VALLEY
SANITARY
DISTRICT**
INDIO, CALIFORNIA

Wastewater Surveillance Program Update

Anna Bell
Lab & Compliance Supervisor

August 30, 2022



2021 Project Timeline

US Dept. of Health and Human Services (HHS)

- * Fully funded program
- * June - September
- * Conducted by Biobot Analytics
- * 2 samples per week

GTmolecular Labs

- * Funded by VSD (Total \$9,735)
- * October - January
- * 2 samples per week



Biobot Analytics



GT-Digital SARS-CoV-2
Wastewater Surveillance

WWW.GTMOLECULAR.COM



VSD

2022 Project Timeline



Biobot Analytics

- ✦ Fully funded
- ✦ January – July
- ✦ 1 sample per week

CDC National Wastewater Surveillance System (NWSS)

- ✦ Fully funded by CDC
- ✦ January – April, conducted by LuminUltra
- ✦ April – December, conducted by Biobot Analytics
- ✦ 2 samples per week



**NATIONAL™
WASTEWATER
SURVEILLANCE
SYSTEM**



Biobot Analytics



VSD

2022 Project Timeline

WastewaterSCAN – Stanford initiative

- * Stipend provided to participate
- * September ~ February 2023 (up to 18 months)
- * 3 samples per week
- * Covid-19, Monkeypox, Influenza A, RSV genetic markers, etc





What we know about Monkeypox Virus

A Water Professional's Guide



Since May 7, 2022, more than 1,000 human monkeypox cases have been reported from over 29 countries in which the disease is not normally found. This outbreak differs from other outbreaks in that it was not imported through travel to an endemic country or through exposure to an infected animal.

What we know about the virus



Monkeypox is an enveloped DNA virus most closely related to other pox viruses, such as smallpox and vaccinia virus which is used to make the smallpox vaccine



Transmission is site- and context-specific and occurs by direct skin to skin contact, contact with contaminated surfaces, and close respiratory contact with cases; other forms of transmission are less frequent or undocumented



Monkeypox is a zoonotic disease. It was not identified in humans until the 1970s; contact with infected animals (e.g., rodents) can result in transmission



The smallpox virus vaccine is effective against the monkeypox. Two monkeypox vaccines are also approved by the FDA

What we know about the illness



Symptoms last 2-4 weeks and include: fever, muscle aches, fatigue, headache, skin rash, lesions, pustules and swollen lymph nodes; the onset of the rash is considered the start of the infectious period



Since close physical contact with infected persons can spread monkeypox, any person, irrespective of gender, race or sexual orientation, can acquire and spread monkeypox

What water professionals should know



Risk of monkeypox transmission through wastewater, biosolids and environmental waters is expected to be low



Standard safety and hygiene practices remain relevant to protect wastewater workers from monkeypox virus and other pathogens



To date, neither infective monkeypox virus nor its DNA has been detected in wastewater or biosolids; detection of DNA is likely but does not imply presence of infective virus



Like other large, enveloped viruses, monkeypox virus is expected to be susceptible to chemical and physical modes of disinfection



Current wastewater and drinking water treatment and monitoring practices are expected to protect public health and the environment



Testing and evaluation will be necessary to determine if wastewater-based surveillance monitoring techniques can or should be used to monitor monkeypox

Monkeypox Information for Water Professionals

Prepared by the Waterborne Infectious Disease Outbreak Control (WIDOC) Subcommittee of the Disinfection and Public Health Committee (DPHC) of the Water Environment Federation (WEF)

Background: Between May 7 and June 7, 2022, [more than 1,088 human monkeypox cases](#) have been reported from more than 29 countries in Europe, the Americas, the Middle East, and Australia in which the disease is not normally found. The outbreak appears to have a pattern of spread that does not mirror past outbreaks outside of Africa, almost all of which have been related to importation via flights from Africa or exposure to infected exotic pets. As of June 7, 2022, the [U.S. Centers for Disease Control and Prevention \(CDC\)](#) confirmed a total of 33 cases in 12 states in the U.S. and the [Public Health Agency of Canada \(PHAC\)](#) confirmed a total of 80 cases of monkeypox in Canada.

Below is a summary of what the scientific community knows and does not know about the monkeypox virus. It is important to note that the information on this virus continues to evolve every day. The WIDOC subcommittee is monitoring the monkeypox situation closely and will provide updates as additional information becomes available.

Monkeypox quick facts:

- Monkeypox is endemic to central and west Africa, but since May 2022 has spread to at least 29 countries outside of the endemic area. Infections have not followed the transmission pattern we have seen in the past (*i.e.*, acquiring an infection while travelling to Africa or through interacting with an infected exotic pet).
- Monkeypox was first identified in 1958 in monkeys and not identified in humans until the 1970s.
- Monkeypox is an enveloped DNA virus most closely related to other pox viruses, such as smallpox and vaccinia virus which is used to make the smallpox vaccine.
- Monkeypox is a zoonotic disease. Zoonotic infections are caused by microorganisms that transmit diseases between humans and animals.
- The smallpox vaccine is effective against monkeypox but not widely available. Since the eradication of smallpox in the 1980s, the administration of the smallpox vaccine to the general population has ceased. Some experts believe that the current increase in monkeypox cases may be related to waning smallpox vaccine immunity in the global population.
- Two monkeypox vaccines (ACAM2000 and JYNNEOS) are available and treatments have been approved by the U.S. Food and Drug Administration.

- Transmission is context- and setting-specific and evaluated based on available research on monkeypox or related viruses. It can be thought of as falling into three categories:

1. Proven transmission to date:

- Direct skin-to-skin contact with body fluids, pustules, or lesions of a positive case;
- Contaminated surfaces (*i.e.*, fomites) such as bedding;
- Close, prolonged respiratory contact with cases in households and health care; and
- Contact with known zoonotic animals such as infected rodents and their wastes.

2. Rare/infrequent but documented transmission to date:

- Airborne transmission without direct contact.

3. Unproven and undocumented, but plausible, transmission to date:

- Human fecal wastes, wastewaters, and biosolids; and
- Environmental waters.

- Asymptomatic transmission of monkeypox virus has not been documented, but the related smallpox virus can be transmitted by asymptomatic cases.
- Since close physical contact with infected persons can spread monkeypox, any person — irrespective of gender or sexual orientation — can acquire and spread monkeypox.
- The incubation period is typically 6 to 13 days.
- Symptoms include fever, muscle aches/pains, fatigue, headache, skin rash/lesions/pustules, and swollen lymph nodes. Symptoms typically persist for 2 to 4 weeks.
- The onset of the rash is considered the start of the infectious period.
- The monkeypox virus outbreak underscores the importance of ongoing and proactive emerging, zoonotic disease surveillance and collaboration between animal and human health authorities in the [One Water, One Health framework](#).

Monkeypox information relevant to WEF members:

- Infective monkeypox virus is shed in infected animal feces but infective virus has not been reported in human feces or urine yet. Infective smallpox virus was isolated from human urine in the 1970s. Monkeypox DNA has been detected in the urine of human cases in the United Kingdom.
- To date, neither infective monkeypox virus nor its DNA has been detected in wastewater or biosolids¹. The DNA is more likely to occur in these matrices, but it should be noted that the presence of monkeypox DNA does not necessarily mean that the infective virus is present.

¹ The only reported effort to date is a collaboration between Biobot Analytics and Marc Johnson (University of Missouri). All wastewater samples tested between May 5 and 20 have been negative. The assay is still under development. Source: <https://twitter.com/BiobotAnalytics/status/1532701131989651456?cxt=HHwWgMCo8eLjn8UqAAAA>

- Like other large, enveloped viruses, monkeypox virus is expected to have less intrinsic resistance to inactivation by chemical and physical modes of disinfection compared to non-enveloped viruses. Its relative, vaccinia virus, was inactivated by 40% ethyl alcohol, 30% isopropyl alcohol, 100 ppm benzalkonium chloride, or 200 ppm sodium hypochlorite after 10 minutes of contact time at room temperature on non-porous surfaces.
- Current wastewater and drinking water treatment and monitoring practices are expected to be sufficient to protect public and environmental health.
- The worker safety recommendations of the [WEF Blue-Ribbon Panel \(2020\)](#) remain relevant and protective for wastewater workers from monkeypox virus as well as all other infective agents in wastewater.
- As a precautionary measure to inform utilities' job safety assessments, utilities and municipalities overseeing collection systems should contact hospitals and clinics that may treat positive monkeypox cases, if patient waste is being treated as Category A waste (similar to Ebola).
- Household or workplace items that come into contact with confirmed or suspected monkeypox case bodily fluids, skin, or lesions should be disinfected or laundered at hot temperatures with bleach and detergent. Laundering of soiled coveralls at utilities may require additional considerations in compliance with ASTM or industry standards if coveralls are flame, thermal, and/or arc resistant².
- In limited cases, the [infectious aerosols of smallpox](#) have been shown to disseminate through buildings by pathways that include air distribution systems and interzone airflows. The [American Society of Heating, Refrigerating and Air-Conditioning Engineers \(ASHRAE\)](#) provides guidance on strategies that have been found to be effective at controlling transmission in buildings.
- Further testing and evaluation will be necessary to determine if wastewater-based surveillance (WBS) monitoring techniques can or should be used to monitor monkeypox developments. Utilities and WRRFs collaborating on WBS efforts with health authorities and researchers should anticipate upcoming requests and are encouraged to provide samples.
- Likelihood of detection of monkeypox DNA in wastewater is reliant on the number of cases in the community and the sensitivity of the analytical method used.

² CDC recommends laundering smallpox-contaminated household items at no less than 71°C (160°F) with detergents and bleach to achieve inactivation of any infective viruses present. However, most household water heaters are set at between 120°F to 130°F (50°C to 55°C). If washing machines do not have a heating element, water heaters must be adjusted to achieve higher temperatures. Given how challenging it is to achieve 70°C temperature in home systems, use of bleach with detergent in the laundering cycle is strongly recommended.

Authors

This article was prepared by the WIDOC subcommittee of WEF's DPHC (in alphabetical order):

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**Valley Sanitary District
Board of Directors Meeting
August 30, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Chief Administrative Officer

SUBJECT: Adopt Resolution No. 2022-1168 Amending the Valley Sanitary District Conflict of Interest Code

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

Executive Summary

The purpose of this report is for the Board of Directors to review and adopt Resolution No. 2022-1168 amending the Valley Sanitary District Conflict of Interest Code pursuant to Government Code Section 87306.

Strategic Plan Compliance

This item complies with the District’s Strategic Plan Objective 6.

Fiscal Impact

There is no fiscal impact from the recommended action.

Background

In accordance with California law, a Notice of Intention to amend the Conflict of Interest Code was publicly noticed on the VSD website and the District bulletin board. The Appendix of the Code designates those employees, members, officers, and consultants who are subject to the District’s Code. The District’s proposed amendment includes revisions of the title of existing positions and includes newly approved Committees.

After the Board of Directors has adopted the proposed amended Conflict of Interest Code, it must be approved by the District's code-reviewing body. The code-reviewing body for the District is the Board of Supervisors of the County of Riverside.

Recommendation

Staff recommends that the Board of Directors adopt Resolution No. 2022-1168 amending the Valley Sanitary District Conflict of Interest Code pursuant to the Political Reform Act of 1974.

Attachments

Attachment A: Valley Sanitary District Conflict of Interest Code Legislative Version

Attachment B: Resolution No. 2022-1168

LEGISLATIVE VERSION
(SHOWS CHANGES MADE)

CONFLICT OF INTEREST CODE

OF THE

VALLEY SANITARY DISTRICT

CONFLICT OF INTEREST CODE OF THE VALLEY SANITARY DISTRICT

(Amended ~~September 25, 2018~~ August 30, 2022)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Valley Sanitary District (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the ~~Business Services Manager~~ Chief Administrative Officer as the District's Filing Officer. The ~~Business Services Manager~~ Chief Administrative Officer shall make and retain a copy of all statements filed by the Board of Directors and General Manager and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. The ~~Business Services Manager~~ Chief Administrative Officer shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

VALLEY SANITARY DISTRICT

(Amended ~~September 25, 2018~~ August 30, 2022)

PART “A”

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to the disclosure requirements of the District's Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments¹:

Members of the Board of Directors

General Manager

Financial Consultant

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Assistant Engineer	3, 5
Business Services Manager	4
Collection Systems Supervisor	5
Development Services Technician <u>Supervisor</u>	3, 5
Engineering Services Manager <u>District Engineer</u>	1, 2
Facilities Maintenance Supervisor	5
Facilities Operation Manager <u>Chief Operating Officer</u>	5
General Counsel	1, 2
Lab and <u>Environmental</u> Compliance Supervisor	5
Wastewater Operations Supervisor	5

MEMBERS OF BOARDS COMMITTEES & COMMISSIONS

<u>Budget & Finance Committee</u>	<u>1, 2</u>
<u>Community Engagement Committee</u>	<u>1, 2</u>
<u>Operations Committee</u>	<u>1, 2</u>

Consultant and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

PART “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which ~~he or she~~ the designated is assigned.³ "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type used, purchased or leased by the designated position's department, unit or division.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

RESOLUTION NO. 2022-1168

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Valley Sanitary District (the "District") and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the "Code") which was amended on September 25, 2018, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the District; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on August 30, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Valley Sanitary District, that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Administration & Finance Manager and available to the public for inspection and copying during regular business hours;

BE IT FURTHER RESOLVED that the said amended Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of Riverside for approval and said Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

APPROVED AND ADOPTED this 30th day of August, 2020.

President, Board of Directors
VALLEY SANITARY DISTRICT

ATTEST:

Secretary, Board of Directors
VALLEY SANITARY DISTRICT



**Valley Sanitary District
Board of Directors Meeting
August 30, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Tino Tijerina, Facilities Maintenance Supervisor

SUBJECT: Authorize General Manager to Execute a Purchase Order for Replacement Parts to Rehabilitate the Headworks Screenings Washer in an Amount Not to Exceed \$33,668

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

Executive Summary

The purpose of this report is to discuss the need to rehabilitate the headworks screenings washer.

Strategic Plan Compliance

This item complies with the VSD Strategic Goal 3: Excellent Facilities.

Fiscal Impact

The total cost of replacement parts is \$33,668 and is included in the adopted Operations & Maintenance Budget for Fiscal Year 2022-23 under Repairs and Maintenance.

Background

The District’s Water Reclamation Facility’s headworks plays a key role in the pretreatment of influent as it protects the operation of downstream equipment and enhances the efficiency of the overall wastewater treatment process. Debris from the collection system arrives at the Facility at the headworks where the screens are designed to remove or reduce large solids and excessive amounts of oil and grease. Removing solids that would otherwise settle in process equipment, chunks of rags that can entangle pumps, aeration headers and mixers is essential.

To maintain the integrity and quality of the headworks screenings washer, the cam cutters need to be replaced along with other critical hardware. This piece of equipment was installed 2008 and was upgraded in 2016. Misco is the local representative for JWC Environmental, which is the only manufacturer to provide the parts needed for this project. Therefore, a single/sole source procurement process is required.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to issue a purchase order for replacement parts to rehabilitate the headworks screenings washer not to exceed the amount of \$33,668.

Attachments

- Attachment A: Misco, JWC Environmental Quote
- Attachment B: Sole Source Justification Form
- Attachment C: JWC Headworks Screening Brochure



Customer Service Center
 2600 S. Garnsey Street
 Santa Ana, CA 92707 USA
 Phone: 949 833-3888
 Toll Free: 800 331-2277
 Fax: 714 242-0240

Customer: 5022475
 Daniel Mills
 Valley Sanitary District
 45-500 Van Buren Street
 Indio, CA 92201
 US - UNITED STATES

Quote Number: 67074
Quote Date: 08/15/2022
Terms: NET 30 DAYS
Pricing: Valid 60 Days
FOB: Origin
Lead Time: 10-12 Weeks ARO / Shipping Handling Included
Grinder Serial #: 104909-2-1
Ticket #: CAS-111247-D1C1

(760)619-5676

dmills@valley-sanitary.org

Project: Valley Sanitary District

All orders will be billed the applicable sales tax, based on the "ship to address", unless a valid tax exemption certificate is provided prior to shipment.

Part Number	Description	Qty	Unit Price	Extended Price
40002-0018	40002-0018-DI Renew 11T Cam Cutters 1:1 Stack Hardened Alloy STL BUNA-N Elastomers Cork & Rubber Gaskets Drive/Driven Scraper Siderail Motor Type Electric Less Motor Less Reducer Less Spool Grinder SN: TBD ***** Paint Epoxy Green ***** Used with SWM	1	\$30,959.00	\$30,959.00
Shipping	Shipping & Handling Included	1	\$0.00	\$0.00

Please verify serial number is correct.

Sub Total \$30,959.00
Tax
Total \$30,959.00

Notes:

1. Please fax or mail a Purchase Order for the total amount and we can process your order. Please include the following: Bill to Address, Ship to Address, and sales tax exemption certificate.
2. Reference the JWC quote number on your purchase order..
3. Availability of parts are subject to change at any time.
4. 20% restocking fee on all returns.
5. Sales tax is not included in price.
6. JWCE standard one year warranty included except for older models i.e. GTS, MS and SPF models.
7. Subject to attached JWC Environmental Standard Terms and Conditions of Sale.

Thank-You for your Business!



Customer Service Center
2600 S. Garnsey Street
Santa Ana, CA 92707 USA
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Toll Free: 800 331-2277
Fax: 714 242-0240

JWC Environmental Inc
Jorge Gasca
Customer Service



Customer Service Center
2600 S. Garnsey Street
Santa Ana, CA 92707 USA
Phone: 949 833-3888
Toll Free: 800 331-2277
Fax: 714 242-0240

Please provide the following information. Failure to do so may delay processing of order. Quote #: 67074

Bill To Name & Address:

Ship To Name & Address:

Email Address: _____

PO# _____

Payment terms: Net 30 FOB: Origin

Preferred Shipping Method (Required to Process Your Order):

Prepay & Add to Invoice

Collect Account #: _____

Carrier: _____

JWCE will add shipping and handling charges to invoices unless otherwise specified.

Credit cards:

I authorize JWCE to process this order on my credit card and add shipping and handling charges.

Credit card orders are processed after order ships. You will be contacted by JWC Accounting for payment.

Please fax or email your PO and most recent tax certificate to:

Fax (714) 242-0240

Email servicesales@jwce.com

Signature: _____

Date: _____



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2600 S. Garnsey Street
Santa Ana, CA 92707 USA
Phone: 949 833-3888
Toll Free: 800 331-2277
Fax: 714 242-0240

JWC ENVIRONMENTAL TERMS AND CONDITIONS OF SALE

Unless otherwise specifically agreed to in writing by the buyer ("Buyer") of the products and or related services purchased hereunder (the "Products") and JWC Environmental (the "Seller"), the sale of the Products is made only upon the following terms and conditions. Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is conditioned on Buyer's assent to these terms. Seller rejects all additional, conditional and different terms in Buyer's form or documents.

PAYMENT TERMS

Subject to any contrary terms set forth in our price quotation, order acceptance or invoice the full net amount of each invoice is due and payable in cash within 30 days from the date of the invoice. If any payment is not received within such 30-day period, Buyer shall pay Seller the lesser of 1 ½% per month or the maximum legal rate on all amounts not received by the due date of the invoice, from the 31st day after the date of invoice until said invoice and charges are paid in full. Unless Seller's documents provide otherwise, freight, storage, insurance and all taxes, duties or other governmental charges related to the Products shall be paid by the Buyer. If Seller is required to pay any such charges, Buyer shall immediately reimburse Seller for said charges. In all cases, regardless of partial payment, title to the Products shall remain the Seller's until payment for the Products has been made in full. All orders are subject to credit approval by Seller. All offers by Seller and/or acceptance of Buyer's order shall be nullified by any failure of Buyer to obtain credit approval. Furthermore, Buyer shall not assert any claim against Seller due to Buyer's inability to obtain credit approval. Irrevocable Letter of Credit from Buyer in form and term acceptable to Seller is required for Product orders delivered outside the United States of America

DELIVERY

Unless otherwise provided in our price quotation, delivery of the Products shall be made F.O.B. place of manufacture. Any shipment, delivery, installation or service dates quoted by the Seller are estimated and the Seller shall be obligated only to use reasonable efforts to meet such dates. The Seller shall in no event be liable for any delays in delivery or failure to give notice of delay or for any other failure to perform hereunder due to causes beyond the reasonable control of the Seller. Such causes shall include, but not be limited to, acts of God, the elements, acts or omissions of manufacturers or suppliers of the Products or parts thereof, acts or omissions of Buyer or civil and military authorities, fires, labor disputes or any other inability to obtain the Products, parts thereof, or necessary power, labor, materials or supplies. The Seller will be entitled to refuse to make, or to delay, any shipments of the Products if Buyer shall fail to pay when due any amount owed by it to the Seller, whether under this or any other contract between the Seller and Buyer. Any claims for shortages must be made to the Company in writing within five calendar days from the delivery date and disposition of the claim is solely subject to Seller's determination

PRICES

Prices of the Seller's Products are subject to change without notice. Quotations are conditioned upon acceptance within 30 days unless otherwise stated and are subject to correction for errors and/or omissions. Prices include charges for regular packaging but, unless expressly stated, do not include charges for special requirements of government or other purchaser. Prices are subject to adjustment should Buyer place an order past the validity period of the quotation or delay delivery of Products beyond the quoted lead time for any reason.

RETURNS

No Products may be returned for cash. No Product may be returned for credit after delivery to Buyer without Buyer first receiving written permission from the Seller. Buyer must make a request for return of Product in writing to Seller at its place of business in Costa Mesa, California. A return material authorization number must be issued by the Seller to the Buyer before a Product may be returned. Permission to return Product to Seller by Buyer is solely and exclusively the Seller's. Product must be returned to Seller at Buyer's expense, including packaging, insurance, transportation and any governmental fees. Any credit for Product returned to Seller shall be subject to the inspection of and acceptance of the Product by the Seller and is at the sole discretion of the Seller.

LIMITED WARRANTY

Subject to the terms and conditions hereof, the Seller warrants until one year after commissioning (written notification to Seller by Buyer required) of the Product or until 18 months after delivery of such Product to Buyer, whichever is earlier, that each Product will be free of defects in material and workmanship. If (a) the Seller receives written notification of such defect during the warranty period and the defective Products use is discontinued promptly upon discovery of alleged defect, and (b) if the owner ("Owner") forwards the Product to the Seller's nearest service/repair facility, transportation and related insurance charges are prepaid. The Seller will cause any Products whose defect is covered under this warranty to either be replaced or be repaired at no cost to the Owner. The foregoing warranty does not cover repairs required due to repair or alteration other than by the Seller's personnel, accident, neglect, misuse, transportation or causes other than ordinary use and maintenance in accordance with the Seller's instructions and specifications. In addition, the foregoing warranty does not cover any Products, or components thereof, which are not directly manufactured by the Seller. To the extent a warranty for repair or replacement of such Products or components not manufactured directly by the Seller is available to Buyer under agreements of the Seller with its vendors; the Seller will make such warranties available to Buyer. Costs of transportation of any covered defective item to and from the nearest service/repair center and related insurance will be paid or reimbursed by Buyer. Any replaced Products will become the property of the Seller. Any replacement Products will be warranted only for any remaining term of the original limited warranty period and not beyond that term.

DISCLAIMER OF WARRANTIES AND LIMITATIONS OF LIABILITIES

THE SELLER'S FOREGOING LIMITED WARRANTY IS THE EXCLUSIVE AND ONLY WARRANTY WITH RESPECT TO THE PRODUCTS AND SHALL BE IN LIEU OF ALL OTHER WARRANTIES (OTHER THAN THE WARRANTY OF TITLE), EXPRESS, STATUTORY OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY STATEMENTS MADE BY EMPLOYEES, AGENTS OF THE SELLER OR OTHERS REGARDING THE PRODUCTS. THE OBLIGATIONS OF THE SELLER UNDER THE FOREGOING WARRANTY SHALL BE FULLY SATISFIED BY THE REPAIR OR THE REPLACEMENT OF THE DEFECTIVE PRODUCT OR PART, AS PROVIDED ABOVE. IN NO EVENT SHALL THE SELLER BE LIABLE FOR LOST PROFITS OR OTHER SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, EVEN IF THE SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE TOTAL LIABILITY OF THE SELLER TO BUYER AND OTHERS ARISING FROM ANY CAUSE WHATSOEVER IN CONNECTION WITH BUYER'S PURCHASE, USE AND DISPOSITION OF ANY PRODUCT COVERED HEREBY SHALL, UNDER NO CIRCUMSTANCES, EXCEED THE PURCHASE PRICE PAID FOR THE PRODUCT BY BUYER. NO ACTION, REGARDLESS OF FORM, ARISING FROM THIS AGREEMENT OR BASED UPON BUYER'S PURCHASE, USE OR DISPOSITION OF THE PRODUCTS MAY BE BROUGHT BY EITHER PARTY MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION ACCRUES, EXCEPT THAT ANY CAUSE OF ACTION FOR THE NONPAYMENT OF THE PURCHASE PRICE MAY BE BROUGHT AT ANY TIME

The remedies provided to Buyer pursuant to the limited warranty, disclaimer of warranties and limitations of liabilities, described herein are the sole and exclusive remedies.

Unless specifically agreed to in writing by the Seller, no charges may be made to the Seller by Buyer or any third party employed by Buyer for removing, installing or modifying any Product.

The Seller and its representatives may furnish, at no additional expense, data and engineering services relating to the application, installation, maintenance or use of the Products by Buyer. The Seller will not be responsible for, and does not assume any liability whatsoever for, damages of any kind sustained either directly or indirectly by any person through the adoption or use of such data or engineering services in whole or in part.

CONFIDENTIAL INFORMATION

Except with the Seller's prior written consent, Buyer shall not use, duplicate or disclose any confidential proprietary information delivered or disclosed by the Seller to Buyer for any purpose other than for operation or maintenance of the Products.

CANCELLATION AND DEFAULT

Absolutely no credit will be allowed for any change or cancellation of an order for Products by Buyer after fabrication of the Products to fill Buyer's order has been commenced. If Buyer shall default in paying for any Products purchased hereunder, Buyer shall be responsible for all reasonable costs and expenses, including (without limitation) attorney's fees incurred by the Seller in collecting any sums owed by Buyer. All rights and remedies to the Seller hereunder or under applicable laws are cumulative and none of them shall be exclusive of any other right to remedy. No failure by the Seller to enforce any right or remedy hereunder shall be deemed to be a waiver of such right or remedy, unless a written waiver is signed by an authorized management employee of the Seller and the Seller's waiver of a breach of this agreement by Buyer shall not be deemed to be a waiver of any other breach of the same or any other provision.

CHANGES IN PRODUCTS

Changes may be made in materials, designs and specifications of the Products without notice. The Seller shall not incur any obligation to furnish or install any such changes or modifications on Products previously ordered by, or sold to, Buyer.

APPLICABLE LAW, RESOLUTION OF DISPUTES AND SEVERABILITY

This agreement is entered into in Costa Mesa, California. This agreement and performance by the parties hereunder shall be construed in accordance with, and governed by, the laws of the State of California. Any claim or dispute arising from or based upon this agreement or the Products which form its subject matter shall be resolved by binding arbitration before the American Arbitration Association in Los Angeles, California, pursuant to the Commercial Arbitration Rules, excepting only that each of the parties shall be entitled to take no more than two depositions, and serve no more than 30 interrogatories, 10 requests for admissions and 20 individual requests for production of documents, such discovery to be served pursuant to the California Code of Civil Procedure. Any award made by the arbitrator may be entered as a final judgment, in any court having jurisdiction to do so. If any provision of this agreement shall be held by a court of competent jurisdiction or an arbitrator to be unenforceable to any extent, that provision shall be enforced to the full extent permitted by law and the remaining provisions shall remain in full force and effect.

ASSIGNMENT

This agreement shall be binding upon the parties and their respective successors and assigns. However, except for rights expressly provided to subsequent Owners of the Products under "Limited Warranty" above, any assignment of this agreement or any rights hereunder by Buyer shall be void without the Company's written consent first obtained. Any exercise of rights by an Owner other than Buyer shall be subject



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to all of the limitations on liability and other related terms and conditions set forth in this agreement.

EXCLUSIVE TERMS AND CONDITIONS

The terms and conditions of this agreement may be changed or modified only by an instrument in writing signed by an authorized management employee of the Seller. This instrument, together with any amendment or supplement hereto specifically agreed to in writing by an authorized management employee of the Seller, contains the entire and the only agreement between the parties with respect to the sale of the Products covered hereby and supersedes any alleged related representation, promise or condition not specifically incorporated herein.

SELLER'S PRODUCTS ARE OFFERED FOR SALE AND SOLD ONLY ON THE TERMS AND CONDITIONS CONTAINED HEREIN. NOTWITHSTANDING ANY DIFFERENT OR ADDITIONAL TERMS OR CONDITIONS CONTAINED IN BUYER'S SEPARATE PURCHASE ORDERS OR OTHER ORAL OR WRITTEN COMMUNICATION, BUYER'S ORDER IS OR SHALL BE ACCEPTED BY THE COMPANY ONLY ON THE CONDITION THAT BUYER ACCEPTS AND CONSENTS TO THE TERMS AND CONDITIONS CONTAINED HEREIN. IN THE ABSENCE OF BUYER'S ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREIN THE SELLER'S COMMENCEMENT OF PERFORMANCE AND/OR DELIVERY OF THE PRODUCTS, OR THE SELLER'S STATEMENT OF ACKNOWLEDGMENT OF THE RECEIPT OF BUYER'S PURCHASE ORDER, SHALL BE FOR BUYER'S CONVENIENCE ONLY AND SHALL NOT BE DEEMED OR CONSTRUED TO BE ACCEPTANCE OF BUYER'S DIFFERING TERMS OR CONDITIONS, OR ANY OF THEM. ANY DIFFERENT OR ADDITIONAL TERMS ARE HEREBY REJECTED UNLESS SPECIFICALLY AGREED UPON IN WRITING BY AN AUTHORIZED MANAGEMENT EMPLOYEE OF THE SELLER. IF A CONTRACT IS NOT EARLIER FORMED BY MUTUAL AGREEMENT IN WRITING, BUYER'S ACCEPTANCE OF ANY PRODUCTS COVERED HEREBY SHALL BE DEEMED ACCEPTANCE OF ALL OF THE TERMS AND CONDITIONS STATED HEREIN. THE SELLER'S FAILURE TO OBJECT TO PROVISIONS INCONSISTENT HEREWITH CONTAINED IN ANY COMMUNICATION FROM BUYER SHALL NOT BE DEEMED A WAIVER OF THE PROVISIONS CONTAINED HEREIN.

F360JWCE0107



Single/Sole Source Justification Form

Use for all purchases of \$10,000 or more for Goods/Equipment, \$5,000 or more for Services, \$15,000 or more for Public Works/Facilities when the lowest bid has not been selected or where competition may not be feasible due to the single source/sole source nature of a commodity or a particular specification

Brief Description of Purchase: 4000Z-0018-DI Renew IT Center

Selected Vendor: JWC Environmental

Check boxes as appropriate:

(Section I) Source Justification

Part A

Award to SINGLE SOURCE (check one)

Reorder based on previous bid or analysis (within one year). Send copy of previous quote.
Supply previous purchase order number _____ PO Date _____

Repair service parts unavailable from any other source except original equipment manufacturer or their designated servicing dealer.

Compatibility of equipment or supplies required. Lit equipment with which purchase will be used: Model Number _____ Serial Number _____

Upgrade to existing software. Available only from the producer of this software who sells on direct basis only.

Used or demonstration equipment available at lower-than-new-cost. (Provide a copy of quote showing used vs. new Pricing.)

Other (Explain in Section III)

Part B

Award to SOLE SOURCE (Check box below)

Only known source in the world. (Explain technical or other reasons why similar or like items are not available for cost/price analysis in Section III)

(Section II) ESTABLISHMENT OF PRICE REASONABLNESS

Analysis of offer and/or offers has determined that the price proposed is determined to be fair, reasonable and in the best interest of the District based on the following:

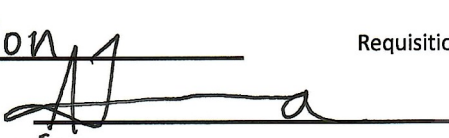
Price obtained was from a catalog or standard price list regularly maintained by the vendor covering standard commercial products sold . (Attach copy of vendor's price list.)

Price obtained includes a discount from current list prices. (Attach copy of quote showing list price and net price paid.)

Other. (Explain Below.)

(SECTION III) EXPLANATION
(Use additional sheet if needed)

(SECTION IV) AUTHORIZATION/APPROVALS

Department operation Requisition/Order Number 67074
Department Head Signature 
Printed Name TINO TISERINA
General Manager's Signature _____ Date _____



Wastewater Headworks Screening For Smaller Installations

Kevin Bates, JWC Environmental

A plant's headworks plays a crucial role in the pretreatment influent for any wastewater treatment facility. They protect the operation of downstream equipment and enhance the efficiency of the overall wastewater treatment process. Because all wastewater debris starts at the headworks, proper screening and debris removal is imperative to the entire wastewater system. Pretreatment devices are, therefore, designed to remove or reduce large solids like wood, cloth, paper and plastics, while also dealing with grit and excessive amounts of oil and grease.

A number of different types of equipment can be used to meet these objectives, yet public works engineers should not make that choice lightly. There is not a one-size-fits-all solution that can be applied to every headworks situation. Matching the needs of the facility to the appropriate screen or debris reduction method is paramount for both protecting downstream equipment and ensuring screened out solids are handled efficiently and effectively. The wrong choice can result in headworks systems that do not meet the required level of protection of downstream treatment processes, or a system that is too costly for the plant's requirements.

Rightsizing For Smaller Headworks

Water treatment facilities in smaller towns and villages, as well as treatment works supporting institutions, prisons, resorts or remote facilities, have difficult choices to make when selecting their headworks systems. All require a solids control strategy, but lower flows and smaller budgets limit the available equipment options. The necessary equipment is called upon to

effectively screen out the solids and prepare them for disposal while meeting the financial constraints of the smaller facilities.

Manual Bar Screens

Some operators rely on manual bar screens to control the entry of large solids into their facilities. Historically, this technology was a workhorse of smaller plants, utilizing vertical bars with a spacing of 1–2 inches (25–50 mm) to catch debris. Manual bar screens represent an economical option with the ability to provide a base level of protection.



One of the biggest limitations of manual bar screens is the regular raking required of operators to keep the screen free of solids. With the recent increase in typical solid loading from disposable wipes in the waste stream, this unpleasant task poses a significant burden to many small facilities. The increased frequency of screen raking, particularly during storm flows, creates health and safety concerns for the operators, inspiring many locations to seek more modern options. Additionally, plants are often challenged by the vertical bars screening capture rate of solids, which is usually not sufficient to protect the plant.

Automatic Bar Screens

An alternative to manually raked screens are automated coarse screens. These products typically also use vertical bars to capture solids before removing the screenings with an automated raking system. This type of screen is significantly costlier than manual screens in both capital expense and operational costs. While the automated screens do eliminate the manual raking, they do not remove other, challenging operating problems.

The installation of automated bar screens typically calls for civil work to modify channels, and can also require additional headroom in the headworks building to account for the automated raking system. In addition to the higher capital cost for the equipment, these modifications to existing infrastructure can quickly drive up the overall project cost.

The automated coarse screens also leave the facility with other challenges to overcome. First, similar to manual bar screens, their vertical screening design does not allow them to capture finer materials. Secondly, and perhaps more significantly, is the question of what to do with the materials that are screened off. Screened materials are wet and laden with fecal materials that are both odorous and difficult to dispose of. A solution to this problem is compacting equipment for the screenings. This, however, is an additional piece of equipment that must be purchased, installed and maintained.

Auger Monster

The middle-ground solution for a smaller facility is in-channel auger screens, such as the Auger Monster® from JWC Environmental. This popular option fits into existing channels with little modification and provides the treatment plants with a fine screening solution as well as clean, dry and compacted solids — all at an attractive, reasonable cost.



The Auger Monster is an all-in-one headworks system that combines three technologies — a grinder, a fine screen and a compactor — to efficiently collect, clean and convey solids out of the channel. First, a powerful Muffin Monster® grinder shreds solids and breaks open debris, allowing soft organics to flow into the treatment system. The shredded solids are then captured by a perforated screening trough and removed from the channel by a rotating auger. As the debris is removed, dual wash water zones rinse additional fecal material back into the treatment process. The dual helix auger then compacts and dewater screenings before they are deposited — clean and dry — into a dumpster. Some facilities choose to use continuous bagging systems to fully eliminate odors and make disposing of the screenings even easier.

The innovative incorporation of a grinder into this system solves multiple issues for the treatment facility. First, it takes care of the large solids such as wood and other debris that may come to the plant's headworks. Next, it shreds the disposable wipes and rags that, if not shredded, can rope together in the auger and cause a system failure. Finally, by shredding all of

the debris, captured organics are broken free and allowed to pass into the treatment system rather than be trapped in the screened material.

The fine screening capabilities of the Auger Monster, which typically uses a 2–6 mm perforated plate, provide facilities a significantly higher capture rate compared to vertical bar screens. This translates to less trash landing in the clarifiers and sludge systems, where it can clog pumps, valves and other treatment equipment.

The Auger Monster’s ability to wash and compact solids offers plants a solution without having to buy an additional piece of equipment — a meaningful bonus to facilities with constrained operating budgets. Often a smaller plant will not have the capital for a screening washer and they must contend with smelly, wet screenings that attract both vermin and odor complaints from the community. By washing and compacting the solids, the handling and transport of the screenings is simplified and odor-free.

A popular option for small, established headworks facilities, wastewater screening systems offer advanced debris reduction capabilities that can also fit easily into cramped spaces. The systems screen, clean and convey debris straight up and out of the sewer system, protecting the pumps downstream and leaving soft organics in the water.

The Auger Monster has proven itself as a preferred option for institutions that confront high solids loading from self-generated sewage streams. Prisons, in particular, are a common user of these systems, as they are challenged with a wide variety of tough flushed materials that must be removed.

Bridgewater, Massachusetts

In the more than 62 years that Leo DuBois has served as the manager of the wastewater treatment plant at the Bridgewater Correctional Complex in rural Massachusetts, he’s observed a curious stream of flushed debris. Dealing with the prison’s wastewater is a unique challenge, as inmates treat their toilets like trashcans. Everything from cigarette butts to jumpsuits and plastic baggies get sent down into the pumps to be weeded out at DuBois’ headworks facility.

To combat the onslaught of solids threatening to clog his pumps, DuBois installed a modular headworks system into his small facility to remove the large amount of debris flushed by inmates. Prior to installation, treatment plant staff spent hours every day clearing pumps blocked with towels, jumpsuits, trash, shoes and bags. Now, the system, made up of a grinder, fine screen and compactor, shreds and removes the debris before the solids can choke the pumps, keeping the plant staff out of the pumps and the headworks facility operating smoothly.

Integrating high-flow grinding, cleaning and dewatering technology into a compact footprint, in-channel auger screens like the Auger Monster provide high efficacy in solids removal. As Leo DuBois discovered, a screenings system is an excellent solution for maintaining and improving the solids screening and removal efforts of modest headworks facilities.

As the first line of defense, screening systems are the protectors of the wastewater treatment process — grinding, compacting and conveying material out of the wastewater, eliminating opportunities for pumps to clog and subsequently stall the process. With a screening system in place, headworks facility operators can rest easy knowing their operations are efficient and free of debris.



Making the Right Choice

The appropriate solutions for a facility's headworks screening must take into consideration the goals, the budget as well as the expected flows and solids loading at the installation. There is not on piece of equipment that is the perfect fit for every headworks situation. Getting the installation right is



JWC Environmental is a world leader in solids reduction and removal system for municipal wastewater collections, headworks and bio-solids operations. We offer our legendary Muffin Monster grinders and Monster Separation Screening systems, and IPEC industrial screens systems to solve unique wastewater processing situations.

JWC Environmental also services commercial and industrial applications with our Monster Industrial, and IPEC products. We are ready to take on challenging size reduction problems in industrial processes as well as help customers run efficient and compliant industrial wastewater treatment operations.

JWC Environmental is headquartered in Santa Ana, California, and has a global network of representatives, distributors and regional service centers to provide customer support. For more information, visit us at www.jwce.com.



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**Valley Sanitary District
Board of Directors Meeting
August 30, 2022**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Discuss Revised Lateral Certification Incentive Program Policy

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

Executive Summary

The purpose of this report is for the Board to discuss the revised policy language.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.3: Improve training and professional development.

Fiscal Impact

The current incentive is an additional 5% on base pay. The fiscal impact depends upon the number of employees who take advantage of the program.

Background

A highly trained and motivated workforce benefits the District, the community, and the wastewater industry. All the technical classifications are flexible staffed at grades I, II, and III. While there are grade IV and V certifications, only the Chief Plant Operator position requires a grade IV certification.

The current policy limits certification incentives at grade III. All the CWEA certifications top out at grade IV and the Wastewater Operator certification tops out at grade V. For succession planning, continuing education, and other beneficial reasons, it is worth encouraging, and compensating, staff to expand their technical knowledge and to demonstrate this by taking and passing higher grade certification exams.

The current lateral certification incentive pay is 5% of base hourly pay. Due to the number of certifications obtained by staff since program implementation, and anticipated certifications that staff have requested permission to obtain, the 5% incentive is not sustainable. Staff recommend that the incentive be reduced to \$100 per month for each lateral certification obtained. This amount aligns with both Longevity Pay and Bi-Lingual Pay. The new incentive rate will go into effect as of September 1, 2022.

Recommendation

Staff recommends that the Board discuss the revised policy language.

Attachments

Attachment A: Lateral Certification Incentive Program Policy showing changes



Lateral Certification Incentive Program Policy

Revised 9/1/2022

I. PURPOSE

The purpose of the policy is to define the lateral certification incentive program.

II. POLICY

It is the policy of the Valley Sanitary District (VSD) that cross-training of employees benefits both the District and the employees. Therefore, employees who obtain and maintain an applicable certification that is **not** required by their classification will receive an incentive, in an amount adopted annually by the Board of Directors, for each **type** of certification that is obtained. This incentive program is not applicable to department managers or the General Manager.

Recognized certifications must be issued by either the State Water Resources Control Board or the California Water Environment Association and must be relevant to the employee's job duties and position. Each employee will be limited to no more than two lateral certifications. The District will only apply the incentive for two of each certification type. If more than two employees express an interest in a certification, seniority will be the determining factor in approving the requests.

III. PROCEDURE

The department manager is responsible for justifying the applicability of a certification. Employees must submit Request for Lateral Certification Approval form (Form) to the department manager in advance of obtaining the certification.

Once the department manager receives the request and approve it, they must submit the Form along with the justification attached to the General Manager, who has final determination if the request is approved. If approved, the employee may then obtain the certification, attach a copy of the certificate to the approved request form, and submit them to Human Resources for processing. This incentive pay will be applied as of the first pay period following the date that the employee provides certification documentation to Human Resources. This incentive pay will be reported to CalPERS as compensation earnable in compliance Government Code 20636 and Title 2 of California Code of Regulations (CCR) § 571(a)(2) and Government Code § 7522.34. The District is

