

VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
September 24, 2019

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, September 10, 2019.

1. CALL TO ORDER

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

a. Roll Call

Directors Present: Mike Duran, William Teague, Dennis Coleman, Debra Canero and Scott Sear

Staff Present: Beverli A. Marshall, General Manager, Holly Gould, Ian Wilson, Stephanie Jiron, and Marin Gutierrez

Guests: Bob Hargreaves, Best Best & Krieger
Matt Disher, Southwest Networks

b. Pledge of Allegiance

2. PUBLIC COMMENT

This is the time set aside for public comment on any item to be discussed in Closed Session.

None.

3. CONVENE IN CLOSED SESSION

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

The Board adjourned to closed session at 1:04 p.m.

4. CONVENE IN OPEN SESSION

The Board reconvened to open session at 1:05 p.m. President Duran stated that there was nothing to report.

5. 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.

Ms. Marshall introduced the new employees to the Board. Marin Gutierrez, Collections System Maintenance Technician Grade I, and Stephanie Jiron, Laboratory Technician. Ian Wilson thanked the Board for approving the additional staff.

6. CONSENT CALENDAR

- a. Consideration of the September 10, 2019 Regular Board Meeting Minutes
- b. Approval of Expenditures for September 11, 2019 to September 18, 2019
- c. Summary of Cash and Investments for August 2019
- d. Authorize the General Manager to Submit a Letter Requesting that Governor Newsom Veto Assembly Bill 1184 (Gloria)
- e. Authorize the General Manager to Submit a Letter Requesting that Governor Newsom Veto Senate Bill 13 (Wieckowski)
- f. Designate Identified Items as Surplus Equipment and Authorize Disposition as Appropriate

ACTION TAKEN:

MOTION: Vice President Teague made a motion to approve the consent calendar as presented. Director Sear seconded the motion. Motion carried by the following vote: 5 ayes

MINUTE ORDER NO. 2019-2943

7. NON-HEARING ITEMS

- a. Information Report by Southwest Networks on Systems Implemented to Combat Cybersecurity Risks

Matt Disher, President of Southwest Networks, the District's computer consultants, gave an informational report on the systems implemented at the District to combat cybersecurity risks. He explained what the District has in place currently and what will be implemented in the future in terms of advanced email protections.

- b. Update on Status of Application to EPA Region IX Filed by Cabazon Band of Mission Indians for Treatment in a Similar Manner as a State with Respect to Certain Federal Water Quality Programs

In April 2018, the Cabazon Band of Mission Indians submitted an application to the EPA's Region 9 for treatment in a similar manner as a state with respect to water quality programs. Since VSD discharges into the Whitewater River (Coachella Valley Stormwater Channel), which crosses tribal lands, the District could be affected by the approval of this application. Mr. Hargreaves stated that the expectation is that this application will be approved and when it is the tribe will be able to set its own water quality standards for the District's discharge. Ms. Marshall has reached out to the tribe for updates and will continue to do so.

c. Discuss General Counsel Attending All Board Meetings and Provide Direction

In the past, the District's General Counsel has not regularly attended board meetings. It was the consensus of the Board to have Counsel start attending all board meetings so that they are more familiar with what's going on. It would also provide answers and advice in real time should the need arise.

d. Adopt Purchasing Policy and Rescind Previously Adopted Policy Language

The Board of Directors adopted a comprehensive Procurement & Purchasing Policy on November 8, 2011. It was updated and approved on March 26, 2013. To comply with current regulatory requirements, and as part of the District's mission to be more efficient and transparent, staff has updated the policy for the Board's consideration. Director Canero was concerned that increasing the General Manager's spending authority from \$15,000 to \$30,000 was too much for service contracts and feels a lower amount was more appropriate. Secretary Coleman suggested adding service contracts to the consent calendar as a way to keep the Board informed. Secretary Coleman inquired as to why there was no limit for the General Manager for emergency purchases. Ms. Marshall stated that since she can get Board authority by utilizing a 24-hour emergency meeting that she did not feel the need to include an amount in the policy.

ACTION TAKEN:

MOTION: Vice President Teague made a motion to adopt the Valley Sanitary District Purchasing Policy and Rescind Previously Adopted Policy Language. Secretary Coleman seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2944

AYES: Coleman, Duran, Sear, Teague
NOES: Canero
ABSENT: None
ABSTAIN: None

e. Adopt the Valley Sanitary District Employee Mentorship Program Policy

To retain skilled employees and develop future leaders, it's critical to understand employee career objectives and align them with organizational goals. Career mentoring enables both career development and leadership development to help employees gain new skills and feel engaged with co-workers and the organization. This traditional one-to-one mentoring relationship will last 6-12 months. The mentoring program will be available to new hires and employees changing departments. The mentor's will receive a five percent (5%) differential during their assignment.

ACTION TAKEN:

MOTION: Director Canero made a motion to adopt the Valley Sanitary District Employees Mentorship Program. Secretary Coleman seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2945

AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

- f. Award Contract to Carollo Engineers, Inc. for the Sewer Siphon Replacement Crossing of the Coachella Stormwater Channel in an Amount Not to Exceed \$126,778

On April 23, 2019, the Board authorized the General Manager to enter into a contract with Carollo Engineers, Inc. (Carollo) for a not to exceed price of \$125,534 for the preliminary design of the replacement of the sewer siphon. On June 25, 2019, the Board authorized the General Manager to enter into an Addendum to the contract for \$25,515 for survey work needed as part of the preliminary design, of which IWA agreed to share half this cost. As a result of additional meetings with CVWD, it has been determined that a Scour Analysis needs to be performed to determine the appropriate depth of the proposed sewer main crossing underneath the storm channel. The total cost of this proposal is \$126,778, which will be added by addendum to the original contract. The revised total contract amount is \$277,827 (originally \$125,534). Up to \$76,146.50 will be reimbursed by the City of Indio (Indio Water Authority) for their shared portion of the additional cost.

ACTION TAKEN:

MOTION: Secretary Coleman made a motion to authorize the General Manager to execute a contract addendum to Carollo Engineers, Inc. to perform a Scour Analysis and provide a Geotechnical Report for the sewer siphon replacement project not to exceed \$126,778. Director Sear seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2946

AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

- g. Staff Notes

Ms. Marshall presented the Board with the staff notes. She stated that she is waiting to hear back from Martin Rausch to schedule a strategic planning workshop.

8. DIRECTOR'S ITEMS

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

Director Canero stated that she will be on vacation from October 23 – 31, 2019. Secretary Coleman informed the Board that he will be having surgery the second week in November. Ms. Marshall requested direction from the Board whether to go out for proposals for the staffing analysis or to do it in-house. The board preferred Ms. Marshall conduct the analysis in-house.

9. INFORMATIONAL ITEMS

- a. Combined Monthly Account Summary for August 2019
 - b. Monthly Income Summary for August 2019
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10. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:58 p.m., and the next board meeting will be a Regular Meeting held October 8, 2019.

Respectfully submitted,

Holly Gould

Holly Gould, Clerk of the Board
Valley Sanitary District