

VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
November 12, 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, October 22, 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, Debra Canero and Scott Sear

Directors Absent: Dennis Coleman

Staff Present: Beverli A. Marshall, General Manager, Holly Gould, and Joanne Padgham

Guests: Robert Hargreaves, Best Best & Krieger
Francise Kuo, The Pun Group
??, The Pun Group

b. Pledge of Allegiance

2. PUBLIC COMMENT

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

None.

4a. Receive and File Comprehensive Annual Financial Report (CAFR) for the Valley Sanitary District for the Fiscal Years Ended June 30, 2019 and 2018

President Duran requested that non-hearing item 4a be moved up on the agenda to accommodate the consultants from The Pun Group. Frances Kuo of The Pun Group presented the Annual Audit Report to the Board. She explained the different sections of the audit and its findings. Vice President Teague thanked her for the excellent report. District's legal counsel, Mr. Hargreaves congratulated staff on doing a great job.

3. CONSENT CALENDAR

a. Consideration of the October 22, 2019 Regular Board Meeting Minutes

- b. Approval of Expenditures for October 17, 2019 to November 6, 2019
- c. Appoint Beverli A. Marshall, General Manager, to be the Representative from Valley Sanitary District to the CSRMA Board of Directors and Appoint Joanne Padgham, Administration & Finance Manager, as Alternate
- d. Cancel Regular Board Meeting Scheduled for Tuesday, December 24, 2019

President Duran requested item 3c and 3d be removed from the consent calendar for discussion.

ACTION TAKEN:

MOTION: Director Sear made a motion to approve item 3a and 3 b of the consent calendar as presented. Director Canero seconded the motion. Motion carried by the following vote: 4 ayes

MINUTE ORDER NO. 2019-2957

4. NON-HEARING ITEMS

Appoint Beverli A. Marshall, General Manager, to be the Representative from Valley Sanitary District to the CSRMA Board of Directors and Appoint Joanne Padgham, Administration & Finance Manager, as Alternate

Item 3c was removed from the consent calendar for further discussion. Ms. Marshall stated that every CSRMA member agency has an opportunity to participate on the Board of Directors. Each District appoints its representative (and alternate) to the Board. The previous representatives for VSD were Joe Glowitz and Merritt Wiseman. The VSD has not appointed anyone since Director Wiseman passed away and Joe retired. President Duran suggested that maybe a Director should be the alternate. Vice President Teague stated he would prefer Joanne Padgham be the alternate. Director Sear stated that as a new board member he was not ready to take on something like this.

ACTION TAKEN:

MOTION: Vice President Teague made a motion to appoint Beverli A Marshall to be the representative from VSD to the CSRMA Board of Directors and appoint Joanne Padgham as alternate. Director Sear seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2958

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

Cancel Regular Board Meeting Scheduled for Tuesday, December 24, 2019

Item 3d was removed from the consent calendar for further discussion. Ms. Marshall reported that regular board meetings are scheduled for the second and fourth Tuesday of every month at 1:00 P.M. In December, the fourth Tuesday is Christmas Eve. Many staff and directors travel out of the area for the holiday period. Cancelling the meeting allows everyone the opportunity to take full advantage of the holiday week to prepare for or travel this holiday.

ACTION TAKEN:

MOTION: Vice President Teague made a motion to cancel the Regular Board Meeting scheduled for December 24, 2019, due to its proximity to the Christmas holiday. Director Canero seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2959

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

- b. Review Recycled Water Project, Approve the Project in Concept, and Approve Getting Bids for Bore Testing to Determine Soil for Spreading

The City of Indio City Council/Indio Water Authority (IWA) Board of Directors discussed several options for recycled water, reuse, and groundwater recharge. The City Council/IWA Board narrowed down the potential projects to two. The project that is most relevant to VSD is the one that will produce recycled water onsite and will be used for regional water replenishment. The proposed project, which was discussed at the EVRA board meeting on Monday, October 25, would have a capital cost of \$50 million with an annual operating cost of \$2 million. The EVRA Board indicated that it would support contracting with a technical consultant to perform bore tests at the VSD site to determine if spreading is an option. The cost of the testing would be paid out of the EVRA adopted budget for FY 2019/20. The EVRA Board requested that the VSD Board of Directors discuss this project, approve the project in concept, and to give its approval to move forward with the bore testing.

ACTION TAKEN:

MOTION: Director Canero made a motion to approve the project in concept and approve getting bids for bore testing to determine soil viability for spreading. Director Sear seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2960

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

- c. Review Staffing Analysis and Wage & Benefits Comparison Report and Provide Direction to Staff

At the Board's request, Ms. Marshall presented an analysis of the District's staffing level, workload, succession planning, and future needs based on anticipated changes in upcoming permit renewals, and implementation of a recycled water project. In addition, the Board wanted more data on wages and benefits from other agencies to further a discussion on addressing recruitment and retention issues. This report utilizes various industry best management practices (BMP), published guidelines, and analysis of comparable agencies to analyze staffing levels, wages, and benefits that will allow VSD to operate at its full potential and be competitive in its recruiting and retention of staff. The key findings from the staffing analysis section of the report focused on the functional areas that were below the industry standards – primarily, maintenance and collection system services. The report also indicated that there was a lack of redundancy in key areas such as electrical/instrumentation and human resources. There are several options to resolve the issues, but timing and cost will need to be discussed before implementation. The wage and benefits comparison section findings identified several issues with wage inconsistencies and benefits lag. Some of the issues can be resolved with little cost to the District (holidays), but others, primarily wages, will have significant impact on the budget. A discussion took place regarding Grade III Wastewater Operators. The Board requested more time to review the findings and requested the analysis be brought back before the board in January 2020.

ACTION TAKEN:

MOTION:

Director Canero made a motion to have the Staffing Analysis and Wage & Benefits Comparison be brought back before the Board in January 2020. Vice President Teague seconded the motion.
Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2961

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

- d. Adopt Christmas Eve (December 24) as a Valley Sanitary District Observed Holiday

Staff often travel on Christmas Eve day or use it to prepare for the Christmas Day holiday. Rather than granting time off on a year-by-year basis, I believe that it would be better to adopt it as an officially recognized District holiday to allow staff to make plans. VSD observes 10 holidays compared to 11 observed by other comparable agencies in the area. In addition to the observed holidays, other comparable agencies in the area provide an average of two floating holidays, which VSD does not offer. By adding this one additional holiday, VSD is more competitive with other agencies in the area with regards to this employee benefit.

ACTION TAKEN:**MOTION:**

Director Sear made a motion to adopt December 24 as a Valley Sanitary District observed holiday. Director Canero seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2962

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

e. Staff Notes

Ms. Marshall recognized Joanne Padgham's seven-year anniversary with Valley Sanitary District. Vice President Teague asked for clarification on the CCTV Bid for the Collections System Rehabilitation and Maintenance Project. President Duran inquired about the contract from Healthy Futures. Ms. Marshall stated she was waiting for the contract amendment and will bring it back to the board. Ms. Marshall stated that gift cards to Stater Bros. will be purchased and presented to staff at the holiday luncheon, as was done in the past. It was the consensus of the board to increase the gift card amount from \$150 to \$200 per employee.

5. 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.

None.

6. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:28 p.m. in recognition of November 19, 2019, as United Nations World Toilet Day. The World Toilet Organization was founded on November 19, 2001, and the inaugural World Toilet Summit was held on the same day, the first global summit of its kind, to draw global attention to the sanitation crisis. The next board meeting will be a Special Meeting held December 4, 2019.

Respectfully submitted,

Holly Gould

Holly Gould, Clerk of the Board
Valley Sanitary District

