

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING**  
January 28, 2020

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, January 28, 2020.

**1. CALL TO ORDER**

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

**1.1 Roll Call**

Directors Present:

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

Staff Present:

Beverli A. Marshall, General Manager, Holly Gould, Ron Buchwald

Guests:

Robert Hargreaves, Best Best & Krieger

Dr. Bruce Underwood, Healthy Futures

**1.2 Pledge of Allegiance**

**2. PUBLIC COMMENT**

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

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None.

**3. CONSENT CALENDAR**

3.1 Approve January 14, 2020 Regular Meeting Minutes

3.2 Approve Warrants for January 9, 2020 to January 22, 2020

3.3 Approve Summary of Cash and Investments for December 2020

3.4 Approve Tuition Reimbursement for Beverli Marshall, General Manager

3.5 Cancel Board Meeting of February 25, 2020 Due to Directors Attendance at the CASA D.C. Policy Forum

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Director Teague requested that the meeting minutes of January 14, 2020 reflect his change of vote to no on Item 5.6 Discuss and Authorize Attendance at the California

Sanitation Agencies' (CASA) D.C. Policy Forum in Washington D.C., February 24-26, 2020. Vice President Sear requested the February 25, 2020 board meeting be scheduled for a later date.

**ACTION TAKEN:**

**MOTION:** Director Teague made a motion to approve the consent calendar. Director Coleman seconded the motion. Motion carried by the following vote: 5 ayes

**MINUTE ORDER NO. 2020-2978**

**4. NON-HEARING ITEMS**

**4.1 Review Fiscal Year 2019/2020 Budget and Approve Mid-Year Amendments**

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Staff prepared a mid-year review of the 2019/2020 Budget to determine if any amendments were needed to complete the year ending June 30, 2020. After review, it was recommended to contract out the annual newsletter for an amount not to exceed \$20,000, increase Directors' Fees budget by \$10,000 and increase Administration Travel/Mtgs/Education budget by \$15,000. The total remaining budget for 2019/2020 is \$3,243,145 or 53.67%.

**ACTION TAKEN:**

**MOTION:** Director Coleman made a motion to approve an amendment to contract out the annual newsletter for an amount not to exceed \$20,000, increase Directors' Fees budget by \$10,000 and increase Administration Travel/Mtgs/Education budget by \$15,000. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

ABSENT: None

ABSTAIN: None

**MINUTE ORDER NO. 2020-2079**

**4.2 Adopt Valley Sanitary District Compensation Policy**

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Based on the findings of the Staffing Analysis and Wages & Benefits Comparison presented to the board on November 12, 2019, the board gave staff direction to draft a policy using the mean of the comparison agencies. The policy establishes wage ranges that reflect the value of each classification based on function, tasks, and responsibilities. It also establishes a total compensation package that is competitive within the labor market. The potential cost estimate of implementing the policy is estimated to be \$200,000 in the proposed budget for FY 2020/2021. Secretary Canero questioned how often they would get to review the policy if passed. Vice President Sear expressed concern of this potentially coming back to hurt the District's overall financial health in the future. Director Coleman stated the analysis is long overdue and waiting to implement it will cost the District more money down the road. President Duran requested to see the actual cost of implementing this policy rather than an estimate. It was the consensus of

the Board that the policy be built into the next fiscal year budget and be brought back before the board during a preliminary budget workshop.

#### 4.3 Amend Contract with Healthy Futures, Inc. for Wellness Coaching Services to Include Scope of Services and Basis of Cost Consistent with Contract Language

A discussion took place regarding the contract entered into with Healthy Futures on July 1, 2019 that did not include the scope of services and basis of cost. For greater transparency and audit purposes, the General Manager along with Dr. Bruce Underwood developed a scope of services that was reviewed and approved by District legal counsel. Dr. Underwood stated that he did not agree entirely with Exhibit A and Exhibit B but that it would not hinder him from providing services. Secretary Canero asked if Dr. Underwood was available 24 hours a day. He stated he does receive text messages and phone calls from district staff throughout the month.

#### **ACTION TAKEN:**

##### **MOTION:**

Director Coleman made a motion to authorize the General Manager to amend the contract with Healthy Futures, Inc. to include the scope of services and basis of cost, which are required by the contract, for greater transparency and audit purposes. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Sear, Teague

NOES: Duran

ABSENT: None

ABSTAIN: None

**MINUTE ORDER NO. 2020-2080**

#### **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.*

Director Coleman and Secretary Canero gave reports of their experience at the CASA Winter Conference held in Indian Wells, CA. Director Coleman asked Ms. Marshall about Senate Bill regarding biogas and how it may affect the District.

#### **6. INFORMATIONAL ITEMS**

6.1 Combined Monthly Account Summary for December 2019

6.2 Monthly Income Summary for December 2019

Ms. Marshall informed the Board of a vacancy on the CSDA Board of Directors, Seat B and she will be bringing this to the next meeting for anyone interested in putting in their nomination. Ms. Marshall stated that she has been with the District for almost eight months now and has requested a review by the Board. She also stated that she would be happy to meet with board members on a regular basis.

7. **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 3:24 p.m. The next regular board meeting will be held February 11, 2020.

Respectfully submitted,

A handwritten signature in cursive script that reads "Holly Gould".

Holly Gould, Clerk of the Board  
Valley Sanitary District