

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
March 24, 2020**

*******SPECIAL NOTICE – Telephonic Accessibility*******

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the March 24, 2020 regular meeting of Valley Sanitary District Board of Directors, members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

Members of the public wanting to listen to the open session of the meeting were able to do so by calling (425) 436-6376 and when prompted, enter access code 166514. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, were requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District's Clerk of the Board at hevans@valley-sanitary.org.

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, March 24, 2020.

1. CALL TO ORDER

President Mike Duran called the meeting to order at 1:01 p.m.

1.1 Roll Call

Directors Present via Telephone:

Mike Duran, Dennis Coleman, William Teague

Directors Present:

Debra Canero, Scott Sear

Staff Present:

Beverli A. Marshall, General Manager, Holly Gould, Ron Buchwald, and Joanne Padgham (via telephone)

Guests via Telephone:

Robert Hargreaves, Best Best & Krieger

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.

None.

3. CONSENT CALENDAR

3.1 Approve March 17, 2020 Regular Meeting Minutes

3.2 Approve Warrants for March 5 to March 18, 2020

ACTION TAKEN:

MOTION: Director Teague made a motion to approve the consent calendar as presented. Secretary Canero 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. 2020-2999

4. PUBLIC HEARING

4.1 Public Hearing to Receive Input from the Community Regarding the Boundaries and the Composition of Wards to be Established for Ward-Based Elections

- General Notice and Call
- President Announces Public Hearing Procedures
- General Manager's Report
- President Declares Public Hearing Open
- Public Comments
- President Declares Public Hearing Closed
- Board Discussion

General Manager Beverli Marshall gave a presentation of the three (3) proposed maps defining the five (5) wards. Being no public present President Duran declared the public hearing open and closed at 1:16 p.m. It was the census of the board that they favored the tan map most. The board will vote on the ward map at the next regular board meeting on April 14, 2020.

5. NON-HEARING ITEMS

5.1 Adopt Resolution 2020-1126 Proclaiming a Local Emergency Due to the COVID-19 Virus

The County of Riverside recommended VSD adopt this resolution so if the District needed to act, could do so. Mr. Hargreaves stated that if federal, state and county guidelines start to differ, the District would follow the requirements that are most stringent. Director Coleman asked if this resolution puts the District in line to receive funding. Ms. Marshall stated that staff has already started tracking for FEMA funding.

ACTION TAKEN:**MOTION:**

Secretary Canero made a motion to adopt Resolution No. 2020-1126 Proclaiming a Local Emergency Due to the Novel Coronavirus (COVID-19). Director Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

ABSENT: None

ABSTAIN: None

RESOLUTION NO. 2020-1126

- 5.2 Modify Administration & Finance Manager Job Description to Change Title to Business Services Manager and to Change from FLSA Non-Exempt Status for the Purpose of Overtime

The staffing analysis identified that the Administrative & Finance Manager classification is typically exempt in the comparable agencies. In addition, the current title is out of date. The proposed classification is more in line with the comparable agencies. The wage and benefits for the new classification are included in the proposed Exempt Employees Manual. Directors Canero, Sear, and Duran feel that due to the COVID-19 pandemic, it is not the proper time to approve this. Secretary Canero requested more justification for the switch. Director Coleman agreed with the change and pointed out that the change would be made for the Fiscal Year 2020/21. Ms. Marshall clarified that this was included in the draft budget. Director Teague stated he felt it was appropriate and important but understands the concerns of his fellow board members. President Duran requested Ms. Marshall to bring the item back in 60 to 90 days.

- 5.3 Modify Chief Plant Operator Job Description to Change Title to Facility Operations Manager and to Change from FLSA Non-Exempt Status for the Purpose of Overtime

The staffing analysis identified that the Chief Plant Operator classification is typically exempt in the comparable agencies. In addition, the current title is out of date. The proposed classification is more in line with the comparable agencies. The wage and benefits for the new classification are included in the proposed Exempt Employees Manual. Vice President Sear feels, like in the previous item, it should be put on hold during the uncertainty of the COVID-19 pandemic. Director Coleman stated that even if it gets deferred to leave it in the budget for next fiscal year. President Duran requested Ms. Marshall to bring the item back in 60 to 90 days.

- 5.4 Approve the Human Resources Specialist Job Description

The staffing analysis identified that there is a need for a position that is responsible for human resources tasks and support for the Business Services Manager. The District has not established such a classification. The typical position at comparable agencies is a Human Resources Specialist, which is a non-exempt, confidential position. The wage and benefits for the new classification are included in the draft O & M Budget for Fiscal Year 2020/21. As of now all the functions of this position are falling on the shoulders of

other staff members. President Duran and Secretary Canero felt that due to the COVID-19 pandemic that implementing this position should be placed on hold.

ACTION TAKEN:

MOTION:

Director Coleman made a motion to approve the Human Resources Specialist classification for the Fiscal Year 2020/21. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Coleman, Sear, Teague

NOES: Canero, Duran

ABSENT: None

ABSTAIN: None

MINUTE ORDER NO. 2020-3000

5.5 Adopt VSD Exempt Employees Manual Establishing Terms and Conditions of Employment

Ms. Marshall request this item be brought back before the board at a later date. The board agreed.

5.6 Discuss and Consider Adopting a New VSD Logo Image

The Board adopted the VSD Strategic Plan 2020, which identified rebranding as a priority. Staff created a number of logos for the board to choose from. Once adopted, staff will work to implement the artwork on applicable items as the budget allows. It was the consensus of the board that logo #2 paid homage to our current logo and felt fresh.



ACTION TAKEN:

MOTION:

Vice President Sear made a motion to adopt the new VSD logo above. 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. 2020-3001

5.7 Discuss Allowing District Directors to Enroll in the CalPERS Medical Plans Offered by the District to its Employees

On December 10, 2019, the Board adopted resolution 2019-1125 setting the directors' annual stipend for medical expenses at the PEMHCA minimum amount. The District does not currently allow directors the option of enrolling in one of the CalPERS medical plans that are offered to District employees. Several directors have expressed interest in being allowed to do so. CalPERS regulations and Government Code sections 53200 – 53210 allow local agencies to offer health and welfare benefits to their elected officials, subject to certain limits. Vice President Sear and Secretary Canero felt this was a nice benefit to offer and could help attract more people to be interested in becoming a board member. Director Coleman felt that during the COVID-19 epidemic was not the right time to increase a board benefit. Director Teague suggested bringing this item back to the board in July or August 2020.

6. **GENERAL MANAGER'S ITEMS**

6.1 Oral Update on COVID-19

Ms. Marshall reported that staff is following the bouncing ball between federal, state and county guidelines. She put out a press release on the placement of the field medical unit that will be placed at the Riverside County Fairgrounds within our District. She has reached out to everyone possible to stay informed. She informed the board that she and Mr. Buchwald, District Engineer, have been keeping track of the latest COVID-19 situation through emails, phone calls and webinars. The District is closed to the public at this time. It is being discovered that the Coronavirus can survive in the sewer, so the District has provided extra PPE equipment to staff members. Alternating work schedules and social distancing are being implemented.

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.

Board members expressed their gratitude for Ms. Marshall's leadership and thanked her for her hard work and information pertaining to the COVID-19 pandemic. Secretary Canero complemented Ms. Marshall her artistic talent on her logo design. Mr. Hargreaves stated that the District is doing very well amidst the Coronavirus pandemic.

8. **INFORMATIONAL ITEMS**

- 8.1 Recognize April 6 – April 12, 2020, as National Public Health Week, sponsored by the American Public Health Association. Each day has a theme and the theme for Thursday, April 9, is Environmental Health, which encourages advocacy and action to support science and funding for environmental health issues like clean water. Find more information at: <http://www.nphw.org/nphw-2020/environmental-health>

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:11 p.m. The next regular board meeting will be held April 14, 2020.

Respectfully submitted,

Holly Gould

Holly Gould, Clerk of the Board
Valley Sanitary District