

**VALLEY SANITARY DISTRICT  
MINUTES OF SPECIAL BOARD MEETING  
March 31, 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 31, 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](mailto:hevans@valley-sanitary.org).***

A special 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 31, 2020.

**1. CALL TO ORDER**

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

**1.1 Roll Call**

Directors Present via Telephone:  
Mike Duran, Dennis Coleman

Directors Present:  
Debra Canero, Scott Sear

Directors Absent:  
William Teague

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.*

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None.

### 3. CONSENT CALENDAR

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None.

### 4. NON-HEAING ITEMS

- 4.1 Adopt a Resolution 2020-1127 Establishing Designation of VSD's Authorized Agents

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Staff will be applying for FEMA federal funding assistance for expenses related to the current COVID-19 virus pandemic. In order to receive reimbursement for this emergency work, there are three CalOES forms that need to be completed and returned to CalOES. One of the forms, CalOES form 130 (Attachment A) is a resolution establishing the designation of Valley Sanitary District's authorized agents that needs to be adopted by the Board of Directors and certified by the Clerk of the Board.

#### **ACTION TAKEN:**

**MOTION:** Director Coleman made a motion to adopt Resolution No. 2020-1127 CalOES Form 130. Secretary Canero seconded the motion.

Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear

NOES: None

ABSENT: Teague

ABSTAIN: None

**RESOLUTION NO. 2020-1127**

- 4.2 Adopt the VSD Emergency Administration Leave Policy: COVID-19 to be Effective Retroactive to March 27, 2020

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On March 27, 2020, the General Manager issued a directive that all staff will work alternative schedules in response to the COVID-19 virus pandemic. Staff was split into two teams, Team A and Team B, and will work one week on and one week off. This is consistent with other similar agencies providing essential services. The team that is not at work must be available and will be paid Emergency Administrative Leave per the terms of the policy.

#### **ACTION TAKEN:**

**MOTION:** Director Coleman made a motion to adopt the Emergency Administration Leave Policy retroactive to March 27, 2020. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear

NOES: None

ABSENT: Teague

ABSTAIN: None

**MINUTE ORDER NO. 2020-3002**

#### 4.3 Adopt VSD Emergency Telecommuting Policy to be Effective Retroactive to March 23, 2020

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On or about March 4, 2020, Governor Newsom Declared a State of Emergency in California and on March 12, 2020 signed Executive Order N-25-20 to formalize state actions to limit the spread and manage certain impacts of a Novel Coronavirus disease also known as COVID-19. As events have unfolded, additional measures to contain and slow the spread of the virus have been ordered by federal, state or county health officials. On March 20, 2020, the General Manager notified employees that are in an at-risk group that they could participate in a telecommute arrangement. This is consistent with other similar agencies providing essential services. Four employees are taking advantage of this option.

#### **ACTION TAKEN:**

##### **MOTION:**

Director Coleman made a motion to adopt the Emergency Telecommuting Policy retroactive to March 23, 2020. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear

NOES: None

ABSENT: Teague

ABSTAIN: None

**MINUTE ORDER NO. 2020-3003**

#### **5. GENERAL MANAGER'S ITEMS**

##### 5.1 Oral Update on COVID-1and Potential Direction from the Board

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Ms. Marshall reported they have begun staffing the field medical unit located at the Riverside County Fairgrounds. Staff has started the alternate schedules of Team A and Team B, one week on and one week off. Since we have utilized temporary employees from Aqua Staffing the District is able to implement this schedule. The District does have some employees in the at-risk group, and they are now working from home. The gates are now currently closed, and a call box has been installed. The RV dump pad is also closed. Ms. Marshall had The Desert Sun newspaper reach out to her regarding flushable wipes and the problems they cause. 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. President Duran thanked Ms. Marshall and staff for the great work they are doing. Director Coleman thanked staff for preparing the FEMA documents in a timely manner. Ms. Marshall stated that staff has been fantastic and patient and have really stepped up to continue to provide service.

#### **6. 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.*

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None.

7. **INFORMATIONAL ITEMS**

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None.

8. **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:31 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