

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
October 27, 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 October 27, 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 [hgould@valley-sanitary.org](mailto:hgould@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, October 27, 2020.

**1. CALL TO ORDER**

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

**1.1 Roll Call**

Directors Present:

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

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Ron Buchwald; Via Telephone:  
Jeanette Juarez, Ryan Williams, Robert Hargreaves, Best Best & Krieger

**1.2 Pledge of Allegiance**

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President Duran turned the meeting over to Vice President Sear at this time.

**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 October 13, 2020 Regular Meeting Minutes**

**3.2 Approve Warrants for October 8 to October 21, 2020**

3.3 Accept Monthly Financial Report for Period Ending September 30, 2020

3.4 Declare Surplus Equipment and Authorize Disposition of Surplus Items

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**ACTION TAKEN:**

**MOTION:** Director Teague a motion to approve the consent calendar as presented. Director Coleman seconded the motion.  
Motion carried unanimously.

**MINUTE ORDER NO. 2020-3051**

**4. NON-HEARING ITEMS**

4.1 Authorize General Manager to Execute a Contract with Desert Arc for Janitorial Services in an Amount Not to Exceed \$50,000 for a 12-Month Period

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In compliance with the VSD Purchasing Policy, staff published a request for proposals (RFP) for janitorial services on July 1, 2020, with a due date of July 24, 2020. In addition to publishing the RFP, staff e-mailed it to various local services providers. Receiving no response to the RFP, staff reached out to Desert ARC to negotiate for services and received a quote to provide the services. The scope of services is consistent with the RFP and the cost is approximately \$3,334 per month. Additional enhanced services will be requested on an as-needed basis at an additional cost to be quoted at the time.

**ACTION TAKEN:**

**MOTION:** Director Teague made a motion to authorize the General Manager to execute a contract with Desert ARC for janitorial services in an amount not to exceed \$50,000 for a 12-month period. Director Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2020-3052**

4.2 Authorize General Manager to Execute a Contract with Desert Arc for Landscape & Lawncare Services in an Amount Not to Exceed \$10,000 for a 12-Month Period

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In compliance with the VSD Purchasing Policy, staff published a request for proposals (RFP) for landscaping and lawncare services on September 15, 2020, with a due date of October 5, 2020. In addition to publishing the RFP, staff e-mailed it to various local services providers. The District received one proposal in response to the RFP, which was from Desert ARC. The scope of services is consistent with the RFP and the cost is \$800 per month. Additional enhanced services will be requested on an as-needed basis at an additional cost to be quoted at the time.

**ACTION TAKEN:**

**MOTION:** Director Coleman made a motion to authorize the General Manager to execute a contract with Desert ARC for landscape and lawncare services in an amount not to exceed \$10,000 for a 12-month

period. President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2020-3053**

**4.3 Establish an Operations Committee as a Standing Committee, Set Time and Place for the Meetings, and Appoint Directors to the Committee**

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Given the significant number and cost of projects that are in the Capital Improvement Plan for the next five years as well as the anticipated changes in NPDES permit operations, staff believes that an Operations Committee should be established and charged with discussing the NPDES permit requirements, maintenance projects (less than \$50,000), and capital projects (greater than \$50,000). As a standing committee, it will be subject to the Brown Act. Staff recommends that this committee meet every other month on the first Tuesday of February, April, June, August, October, and December at 1:00 p.m. If approved, the first meeting will be Tuesday, December 1 at 1:00 p.m. President Duran appointed Secretary/Treasurer Debra Canero and Director William Teague to the committee.

**ACTION TAKEN:**

**MOTION:**

Director Coleman made a motion to establish the standing Operations Committee, set the meeting time as the first Tuesday of February, April, June, August, October, and December at 1:00 p.m., and appoint directors to the committee. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2020-3054**

**4.4 Adopt a Resolution Authorizing a Financial Assistance Application to the State Water Resources Control Board for the Reclaimed Water Project – Phase I and Designating the General Manager or Her Designee to Sign and Submit the Application**

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Staff is in the process of finding funding sources to offset some of the capital improvement projects shown in the 10-year Capital Improvement and Replacement Plan. Staff is working with ESS to apply for State Revolving Fund (SRF) grant and loans funds. As part of the application process, the Board is required to adopt Resolution No. 2020-1137, authorizing the application, and designating an individual to sign and submit the application.

**ACTION TAKEN:**

**MOTION:**

Secretary Canero made a motion to adopt Resolution 2020-1137 authorizing a financial assistance application to the State Water Resources Control Board for the Reclaimed Water Project – Phase I and designating the General Manager, or her designee, to sign and submit the application. Director Coleman seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**RESOLUTION NO. 2020-1137**

4.5 Adopt a Resolution Authorizing the Reimbursement of Funding for the Reclaimed Water Project – Phase I from the State Water Resources Control Board

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Staff is in the process of finding funding sources to offset some of the capital improvement projects shown in the 10-year Capital Improvement and Replacement Plan. Staff is working with ESS to apply for State Revolving Fund (SRF) grant and loans funds. As part of the application process, the Board is required to adopt Resolution No. 2020-1138, authorizing reimbursement of funding for the project should it receive a loan.

**ACTION TAKEN:**

**MOTION:**

Director Coleman made a motion to adopt Resolution 2020-1138 authorizing the reimbursement of funding for the Reclaimed Water Project – Phase from the State Water Resources Control Board. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**RESOLUTION NO. 2020-1138**

4.6 Purchase Telehandler from Quinn Cat in an Amount not to Exceed \$218,929

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Staff determined that the District's 2003 TH460B Telehandler, needs to be replaced due to age, emissions, and overall annual maintenance costs. This piece of equipment is used by the Operations division for multiple purposes around the facility on a daily basis. Staff obtained quotes from three Cat dealers in Southern California. The lowest quote was from Quinn Company in an amount not to exceed \$218,929.

**ACTION TAKEN:**

**MOTION:**

President Duran made a motion to authorize the purchase of a TL1255D Telehandler from Quinn Company in the amount of \$218,928.61, which includes tax and delivery. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2020-3055**

4.7 Authorization of Change Order No. 1 to the Cabazon Ave. Slope Protection Project Not to Exceed \$54,560

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On September 8, the Board awarded a contract to Desert Concepts Construction, Inc. not to exceed \$40,425 with a 10% contingency for the Cabazon Ave. Slope Protection Project. The contingency has not been used and will carry over for this Change Order work. The slope stabilization work has been completed. Staff is satisfied with the results and would like to continue work. Staff requested a change order proposal to continue the work approximately 700 feet to the north which will end near the entrance to the Bird

Center. The contractor's proposed fee is about 25% more than their original bid price passing on some savings to the District for this extended work. Once this work is complete Staff will request a change order proposal to complete the final phase of work to the south and bring this to the Board for approval.

**ACTION TAKEN:**

**MOTION:** President Duran made a motion to authorize the General Manager to approve Change Order No. 1 for \$54,560 for the slope restoration and stabilization project. Director Coleman seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Coleman, Duran, Sear, Teague  
NOES: None

**MINUTE ORDER NO. 2020-3056**

**4.8 Revise the Valley Sanitary District Certification Incentive Policy 3.9.6**

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The current policy limits certification incentives at grade III. All the CWEA certifications top out at grade IV and the Wastewater Operator certification tops out at grade V. For succession planning, continuing education, and other beneficial reasons, it is worth encouraging, and compensating, staff to expand their technical knowledge and to demonstrate this by taking and passing higher grade certification exams. The fiscal impact from the recommended changes depends upon the number of employees who take advantage of the incentive and choose to take, and pass, the next level certification. Each certification level achieved is an additional 5% on base pay.

**ACTION TAKEN:**

**MOTION:** Secretary Canero made a motion to approve the revised policy language as proposed for the Certification Incentive Policy 3.9.6. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Coleman, Duran, Sear, Teague  
NOES: None

**MINUTE ORDER NO. 2020-3057**

**5. GENERAL MANAGER'S ITEMS**

*General Manager'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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Ms. Marshall gave an update on the Indio Sunrise Rotary Teddy Bear Project. So far, they have reached \$550 of the \$2,500 goal to provide at-risk children with teddy bears.

**6. COMMITTEE REPORTS**

No meeting to report on.

**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*

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Director Teague stated that the next EVRA meeting will be discussing very important information related to the Reclaimed Water Project and suggested board members listen in on the meeting.

## **8. INFORMATIONAL ITEMS**

### **8.1 Hypochlorite Tank Replacement**

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Staff identified a large crack in the sodium hypochlorite tank. The tank was no longer under warranty and had to be replaced for a cost of \$28,020. The new tank comes with a 5-year warranty.

## **9. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:12 p.m. The next regular board meeting will be held November 10, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District