

VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
December 8, 2020

Valley Sanitary District conducted this meeting in accordance with California Governor Newsom's Executive Orders N-29-20 and COVID-19 protocols.

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held via teleconference, on Tuesday, December 8, 2020.

1. CALL TO ORDER

President Duran called the meeting to order at 1:02 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, Jeanette Juarez, Robert Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 December Employee Anniversaries

- Jimmy Garcia, Maintenance Tech I – 14 years
- James Mills, Operations Supervisor – 14 years
- Ron Buchwald, District Engineer – 8 years
- Karen Hopper, Accounting Analyst – 7 years
- Hector Guzman, Development Services Tech II – 6 years

The Board congratulated Jimmy, James, Ron, Karen, and Hector for their hard work and dedication to the district.

2. OATH OF OFFICE

2.1 Administer Oath of Office to Appointed Directors – Clerk of the Board

Appointed Directors: Debra Canero
 Mike Duran
 Scott Sear
 William Teague

Certification in Lieu of Election was received from the Riverside County Register of Voters office certifying that in lieu of the election on November 3, 2020, Debra Canero – Division B, Mike Duran – Division D, and William Teague – Division E were appointed to the office of Director of Valley Sanitary

District for a term commencing December 4, 2020 and ending December 6, 2024, and Scott Sear – Division C, for a term commencing December 4, 2020, ending December 2, 2022. The Clerk of the Board administered the oath of office to the newly appointed Directors.

3. 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.

4. CONSENT CALENDAR

4.1 Approve November 24, 2020 Regular Meeting Minutes

4.2 Approve Warrants for November 19 to December 3, 2020

4.3 Approve Schedule of Regular Meetings for Calendar Year 2021

ACTION TAKEN:

MOTION: Director Teague a motion to approve the consent calendar items as presented.
Secretary Canero seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2020-3066

5. NON-HEARING ITEMS

5.1 Election of Board Officers

Pursuant to Resolution 2018-1109 election of officers shall be held at the first (1st) Board of Director's meeting in December of each calendar year. Officers shall serve for a term of one (1) year. Nominations shall be made from the floor and votes shall be in order of President, Vice President, and Secretary/Treasurer.

Nomination of President – President Duran made a motion to nominate Scott Sear for the office of President of the Valley Sanitary District Board of Directors. Director Teague seconded the motion. Motioned carried by the following roll call vote:

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague
NOES: None

Nomination of Vice President – President Sear made a motion to nominate Dennis Coleman for the office of Vice President of the Valley Sanitary District Board of Directors. Director Teague seconded the motion. Motioned carried by the following roll call vote:

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague
NOES: None

Nomination of Secretary/Treasurer – Director Teague made a motion to nominate Debra Canero for the office of Secretary/Treasurer of the Valley Sanitary Board of Directors. President Sear seconded the motion. Motioned carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3067

5.2 Appoint Directors and One Alternate to the East Valley Reclamation Authority Joint Powers Authority Board of Directors for 2021

With the forward progress the EVRA JPA, it was suggested that Director William Teague and Vice President Dennis Coleman continue to sit on the EVRA Board for calendar year 2021, with President Scott Sear as the alternate.

ACTION TAKEN:

MOTION:

Director Duran made a motion to appoint Director William Teague and Vice President Dennis Coleman to the East Valley Reclamation Authority Joint Powers Authority for calendar year 2021. President Scott Sear will serve as the alternate. Director Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3068

5.3 Appoint Directors to Budget & Finance Committee and Operations Committee for Calendar Year 2021

President Sear appointed Vice President Coleman and himself to remain on the Budget & Finance Committee for 2021 and he appointed Secretary Canero and Director Teague to remain on the Operations Committee for 2021.

5.4 Receive and File Annual Connection Capacity Fee Report

Government Code Section 66013 requires a financial accounting of the transactions dealing with sewer connection capacity fees be made available to the public. The annual report showing actual values for the 2019/20 fiscal year and estimated values for the 2020/21 fiscal year was disclosed to the Board. Pursuant to Government Code Section 66013, this report is for review purposes only. A copy of this report was mailed to the Desert Valley Builders Association (DVBA) and the Building Industry Association (BIA) for review and comment on November 18, 2020.

ACTION TAKEN:

MOTION:

Director Teague made a motion to receive and file the Annual Connection Capacity Fee Report. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3069

5.5 Authorize Design Contract with SGH Architects for New Laboratory Building in an Amount Not to Exceed \$49,610

The District's current laboratory was part of the plant expansion in 2012. The lab was not built to current laboratory standards and the subcontractor responsible was penalized with liquidated damages for their failure. Due to specialized ventilation, humidity control, dust control and other pertinent factors it is recommended to build a standalone laboratory rather than try to retrofit the current lab. After construction, the old space will be converted to useful office space and storage. Staff stated that this project is not part included in the FY 2020/21 budget, but it will influence the current rate study. Staff is requesting that this item be added to the mid-year budget review and update. The total cost of the proposal for the initial two phases is \$49,610. The initial design (Phase 1) will provide a schematic of the building, site layout, and a probable construction cost. This will allow staff to refine the construction cost for future CIP budget projections. Secretary Canero and Director Duran would like the item brought back before the Operations Committee for a more in depth look at the project.

ACTION TAKEN:

MOTION: President Sear made a motion to award a contract to SGH Architects for the initial design of a new laboratory building and authorize the General Manager to execute a contract not to exceed \$49,610. Vice President Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Coleman, Sear, Teague

NOES: Canero, Duran

MINUTE ORDER NO. 2020-3070

6. GENERAL MANAGER'S ITEMS

6.1 Monthly General Manager's Report – October 2020

- Administrative Services
- Operations & Maintenance
- Development Services
- Collection Services
- CIP Project Update

Ms. Marshall updated the board with the current COVID mandatory stay at home order that was put into place on December 9, 2020. In response, the district has gone back on a Team A/Team B schedule with half of the operations, maintenance and collections staff alternating working from home. The administration and development services departments have also implemented a work from home schedule. The shutdown is in place for three (3) weeks and then will be re-evaluated on a week by week basis. No vacation time will be approved during this time. There will be an extension of accrued vacation hours for those employees in danger of losing time.

7. COMMITTEE REPORTS

7.1 Operations Committee – Draft December 1, 2020 Regular Meeting Minutes

Director Teague and Secretary Canero gave a report to the board on the Operations Committee meeting held December 1, 2020. Ron Buchwald, Engineering Services Manager, was elected as Chair of the committee. Valerie Houchin and Brian Pottenger of Schneider Electric presented an update to the committee on Phase I of the Reclaimed Water Project. Mr. Buchwald updated the committee on Phase II and Phase II of the Reclaimed Water Project and Ian Wilson reported on the Whole Effluent Toxicity and Toxicity Reduction Evaluation Plan. Director Teague commended Ian and Ron for their transparency when working with Regional Board.

8. DIRECTOR'S ITEMS

Director Teague and Vice President Coleman gave an update on the EVRA meeting held December 2, 2020. Phase 1 of the feasibility study for the Reclaimed Water Project found that spreading at the VSD site was not an option and injection would be the effective means of augmenting the basin with highly treated effluent reuse water. It is recommended that a subsurface geophysical survey be done to collect data that may confirm the presence of a fault underneath the proposed injection site at VSD. If a fault exists, it may preclude the construction of an injection well that can effectively inject treated water at the VSD site. The EVRA board approved an amendment to the Professional Services Agreement with Geoscience to provide subsurface geophysical survey and analysis.

9. INFORMATIONAL ITEMS

Due to the recent lockdown restriction the annual employee holiday luncheon had to be postponed to a future date.

10. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:21 p.m. The next special board meeting will be held December 29, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District