

**VALLEY SANITARY DISTRICT
MINUTES OF SPECIAL BOARD MEETING**

December 29, 2020

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

A special Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held via teleconference, on Tuesday, December 29, 2020.

1. CALL TO ORDER

President Sear called the meeting to order at 1:01 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, and Jeanette Juarez

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 December 8, 2020 Regular Meeting Minutes

3.2 Approve Warrants for December 4 to December 17, 2020

3.3 Accept Grant Easement in a Private Street West of Spectrum Street and South of Avenue 42 and Authorize General Manager to Sign the Certificate of Acceptance

3.4 Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, in an Amount Not to Exceed \$1,000

ACTION TAKEN:

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

MINUTE ORDER NO. 2020-3071

4. NON-HEARING ITEMS

4.1 Authorize Cabazon Road Slope Protection Change Order No. 2

On September 8, the Board awarded a contract to Desert Concepts Construction, Inc. not to exceed \$40,425 with a 10% contingency for unforeseen circumstances. The contingency has not been used and will carry over for this Change Order work. On October 27, the Board approved Change Order No. 1 for \$54,560. The slope stabilization work for phase 2 has been completed. Staff continues to be satisfied with the results and would like to continue this work to the south. The City of Indio also has reviewed the work and agrees to allow the contractor to continue the work to the south. Staff requested a change order proposal to continue the work approximately 730 feet to the south which will end at the southerly end of the District's property. This will complete the project and provide slope protection along the entire fence line south of the Bird center entrance. The total cost of Change Order No. 2 is \$63,118. The total cost of the contract including Change Orders No. 1 and No. 2 is \$158,103. The current budget for the Cabazon Road Slope Stabilization project is \$250,000.

ACTION TAKEN:

MOTION: Director Duran made a motion to authorize the General Manager to approve Change Order No. 2 for \$63,118 for the slope restoration and stabilization project. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3072

4.2 Authorize One-Time Administrative Leave Carryover for General Manager

Due to the COVID-19 pandemic, general stay-at-home orders, and the recent regional lockdown, the General Manager authorized a temporary increase in the maximum cap for vacation accrual for all employees. For the same reasons, the General Manager has been unable to utilize the annual allocation of Administrative Leave. Approximately 22 hours will remain at calendar year-end and requests a once-time carryover of those hours. Secretary Canero requested a report of all employees accrued vacation hours. A discussion took place regarding vacation time and administrative leave.

ACTION TAKEN:

MOTION: Vice President Coleman made a motion to authorize a one-time, non-precedent setting carryover of the General Manager's Administrative Leave balance to the new calendar year. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Sear, Teague

NOES: Duran

MINUTE ORDER NO. 2020-3073

5. **GENERAL MANAGER'S ITEMS**

5.1 Update on COVID-19 Regional Lockdown

Ms. Marshall updated the board with the current COVID mandatory stay at home order that was put into place on December 9, 2020. As of December 29, Governor Newsome extended the order for three more weeks. The district will continue with the Team A/Team B schedule with half of the operations, maintenance and collections staff alternating working from home. The administration and development services departments will also continue a work from home schedule. Staff has sent a

request to the state to reprioritize wastewater workers so they may be included in the next round of vaccinations. CASA and CWEA are both advocating at federal and state levels as well. At this time, the district will not be enforcing the vaccine but is highly encouraging employees to get it.

6. COMMITTEE REPORTS

The Budget & Finance Committee is scheduled for January 5, 2021 at 1:00 p.m.

7. DIRECTOR'S ITEMS

Director Duran informed the Board that he turned in his Wells Fargo token to staff. President Dear stated that token holders will remain the Board President and Board Treasurer. Vice President Coleman requested a closed session item be put on the agenda for the next meeting to discuss an interim review for the General Manager. It was suggested that dedication be made in Doug York's honor, such as a naming of a street or building at the district. Director Duran stated that the District's previous General Manager, Dr. Glowitz, extended his sympathies on the passing of Doug York. President Dear thanked past president Mike Duran for his dedication and support.

8. INFORMATIONAL ITEMS

The CASA Winter Conference will be held virtually on January 27-28, 2021.

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:52 p.m. in memory of Douglas A. York, Director at Valley Sanitary District for 16 years. The next regular board meeting will be held January 12, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District