

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

January 26, 2021

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 videoconference, on Tuesday, January 26, 2021.

1. CALL TO ORDER

President Sear 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, Jeanette Juarez, Ian Wilson, and 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 January 12, 2021, Regular Meeting and January 19, 2021, Special Meeting Minutes

3.2 Approve Warrants for January 7 to January 20, 2021

3.3 Accept Monthly Financial Report for Period Ending December 31, 2020

ACTION TAKEN:

MOTION: Director Duran a motion to approve the consent calendar items as presented. Director Teague seconded the motion. Motion carried unanimously.
MINUTE ORDER NO. 2021-3076

4. NON-HEARING ITEMS

4.1 Review Fiscal Year 2020/21 Budget and Approve Mid-Year Budget Amendment

Jeanette Juarez, Business Services Manager, presented the Fiscal Year 2020/21 mid-year budget review and amendment request. There are three (3) cost drivers that have affected the Operating & Maintenance (O&M) budget. (1) the impact of COVID-19 expenditures has been much higher than originally projected. The District has had to incur additional costs to comply with all local, state, and federal COVID-19 regulations, procedures, and protocols. (2) Request that the Board review and approve the 2% cost of living adjustment for staff to align with Consumer Price Index increases for Riverside County as of November 2020. And (3), an increase in chemical use and expenditures due to the current NPDES permit which reduced limits for total suspended solids (tss) from the ponds. Ms. Juarez also presented the request for the amendment to the Capital budget for the cost of a grit slurry pump and the design of the new laboratory building. The fiscal impact of the requested changes will increase the O&M budget by \$323,464, and the Capital budget by \$72,185. The new proposed FY2020/21 O&M and Capital Budgets are \$9,110,514, and \$10,395,887, respectively. After discussion, the Board thanked Ms. Juarez, and staff for a very informative report.

ACTION TAKEN:

MOTION: Director Teague made a motion to approve the proposed amendment to Valley Sanitary District's O&M budget by \$323,464 and Capital budget by \$72,185. Vice President Coleman seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Sear, Teague
NOES: Duran

MINUTE ORDER NO. 2021-3077

- 4.2 Award a Contract to National Plant Services, Inc. for Cleaning and CCTV Inspection Services for the Sanitary Sewer Pipe Cleaning and Inspection Project in an Amount Not to Exceed \$241,461 and Authorize the General Manager to Execute the Contract

Ron Buchwald, Engineering Services Manager, informed the board that the Sanitary Sewer Pipe and Cleaning project is one of many projects that make up the Collection System Sewer Main Rehabilitation or Replacement project. The goal for the cleaning and televising project is to clean and televise sewer mains located within the District's boundary that the collections department is unable to televise due to pipe size, siphons and/or high flow level. The data collected will then allow Harris and VSD to prioritize the pipes for repair or replacement. Some work will be conducted at night to take advantage of lower flows. The project went out to bid on November 23, 2020, with a bid closing date on January 14, 2021. One sealed bid was received from National Plant Services for a not to exceed the amount of \$241,461. Staff reviewed the bid package and determined that it met all bid requirements. Mr. Buchwald explained that this type of project has not gone out to bid in the past and due to the high cost and advanced technology of the equipment needed, outsourcing was the more cost-efficient option. He also informed the Board that the implementation of the project would take about four (4) to five (5) weeks.

ACTION TAKEN:

MOTION: Director Duran made a motion to award a contract to National Plant Services, Inc., for cleaning and CCTV inspection services for the Sanitary Sewer Pipe Cleaning and Inspection Project in an amount not to exceed \$241,461 and authorize the General Manager to execute the contract. Vice President Coleman seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None

MINUTE ORDER NO. 2021-3078

4.3 Discuss the Fiscal Year 2020/21 Capital Improvement Program and Provide Direction to Staff

Ron Buchwald, Engineering Services Manager, gave the Board an update on the Fiscal Year 2020/21 Capital Improvement Program. The overview included an update on the Influent Pump Station Rehabilitation, Collections System Rehabilitation Projects, Reclaimed Water Project Phase 1, Westward Ho Sewer Siphon Replacement Design and Construction, New Training and Office Building, and the Van Buren Slope Protection Project. The report included the need, status, and total cost of each project. The Board thanked Mr. Buchwald, and staff for the very informative and well-presented report.

5. **GENERAL MANAGER'S ITEMS**

Beverli Marshall, General Manager, updated the Board on the District's rate study consultants, NBS. She informed them that the lead consultant will be leaving NBS. She will be replaced by an equally knowledgeable and experienced consultant and the rate study will stay on schedule. Ms. Marshall informed the Board that Governor Newsome had lifted the regional stay-at-home orders however Riverside County is still under the most restrictive purple tier. Staff will remain under the alternating A/B schedule for three (3) to four (4) more weeks. By then the District should have the required additional social distancing protocols in place. Staff will be bringing the succession planning report before the Operations Committee. Staff requests the committee schedule a special meeting to be able to review the report in time for the budget planning process.

6. **COMMITTEE REPORTS**

None.

7. **DIRECTOR'S ITEMS**

Vice President Coleman thanked the Operations Committee and staff for arranging a special Operations Committee meeting.

8. **INFORMATIONAL ITEMS**

None.

9. **PUBLIC COMMENT**

This is the time set aside for public comment on any item to be discussed in Closed Session. Please notify the Secretary in advance of the meeting if you wish to speak on an item.

None.

10. **CONVENE IN CLOSED SESSION**

Items discussed in Closed Session comply with the Ralph M. Brown Act.

10.1 Pursuant to Government Code Section 54954.5
Public Employee Performance Evaluation
Title: General Manager

The Board adjourned to closed session at 2:33 p.m.

11. CONVENE IN OPEN SESSION

Report out on Closed Session items.

The board reconvened to open session at 2:54 p.m. President Sear stated there was nothing to report.

12. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:56 p.m. The next regular board meeting will be held on February 9, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District