

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING**
February 9, 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, February 9, 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, and Robert Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 February Employee Anniversaries

- Tito Moreno, Collection System Supervisor – 16 years
- Kenny Kepley, Operator III, 15 years
- Brian Sprueill, Maintenance Tech III – 9 years
- Ed Luna, Maintenance Tech I – 1 year
- Lorraine Shinnette, Lab Technician I – 1 year

The Board congratulated Tito, Kenny, Brian, Ed, and Lorraine for their hard work and dedication to the district.

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 26, 2021, Regular Meeting Minutes

3.2 Approve Warrants for January 21 to February 4, 2021

ACTION TAKEN:

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

MINUTE ORDER NO. 2021-3079

4. NON-HEARING ITEMS

4.1 Approve Change Order #1 for the Influent Pump Replacement Project

Ron Buchwald, Engineering Services Manager, stated the Design/Build Team for this project planned for a short duration by-pass of the influent pump station as part of their proposal to the District in September 2020. Due to the limited duration and the event occurring only during the week (not weekends), the Team planned for minimal pumps to handle the total flow with no flow meter or other control devices. During the kickoff meeting, it was decided to go with a more sophisticated bypass that would include a flow meter, an additional full-sized pump, and a jockey pump. Staff was able to negotiate the price of the change order. The total cost of Change Order No. 1 is \$28,633.25.

ACTION TAKEN:

MOTION: Secretary Canero made a motion to authorize the General Manager to approve Change Order No. 1 for \$28,633.25 for the Influent Pump Station Rehabilitation project. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3080

4.2 Approve Award of Contract for Auditing Services

Jeanette Juarez, Business Services Manager, reported that the District put out a Request for Proposal (RFP) for Auditing Services on November 12, 2020. The RFP invited responses from highly qualified and experienced independent certified public accounting firms with proven records of accomplishments for a one (1) year agreement with two (2) one (1) year renewal options, to perform the annual audit of the District's financial statements. The District received eight (8) proposals. A four-member evaluation committee comprised of Valley Sanitary District staff independently reviewed all submitted proposals utilizing the evaluation criteria found in the RFP. According to the evaluation scores, the committee determined that Davis Farr LLP represents the best option for auditing services. Their proposal was clear, concise, and demonstrated a strong understanding of the scope of work.

ACTION TAKEN:

MOTION: Director Duran made a motion to delegate authority to the General Manager to negotiate and execute a one (1) year auditing services contract, with two (2) one (1) year renewal options, with Davis Farr LLP in an amount not to exceed \$93,625, upon review as to form by General Counsel. 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. 2021-3081

4.3 Adopt a Resolution Amending the VSD Wage Schedule Effective July 1, 2020

At the January 26, 2021 Board meeting the Board of Directors determined that, due to increases in the Consumer Price Index for Riverside County, a 2% COLA adjustment is warranted. Additionally, a new wage schedule was created to account for the 2% COLA adjustment and reconfigured from a monthly schedule to a biweekly schedule. The bi-weekly schedule better aligns with District's employee benefits policies as paydays are bi-weekly.

"A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JULY 1, 2020"

ACTION TAKEN:

MOTION:

Director Teague made a motion to adopt amended Resolution No 2020-1130 A Resolution of The Board of Directors of Valley Sanitary District Amending Employee Wages & Benefits Effective July 1, 2020. Vice President Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

RESOLUTION NO. 2020-1130

4.4 Adopt Resolution 2021-1141 Approving an Electronic Signature Use Policy

California has adopted statutes regulating the use of electronic signatures including California Civil Code section 1633.1 et seq., otherwise known as the "Uniform Electronic Transactions Act" ("UETA") and California Government Code section 16.5. The policy, guidelines, and procedures are intended to comply with all applicable laws and regulations. The convenience and low cost of conducting business over the Internet has the potential to increase efficiencies in all business including government business. Additionally, implementing electronic signatures will assist in further adhering to social distancing protocols due to the COVID-19 Pandemic.

"A RESOLUTION OF THE VALLEY SANITARY DISTRICT APPROVING AN ELECTRONIC SIGNATURE USE POLICY"

ACTION TAKEN:

MOTION:

Secretary Canero made a motion to adopt amended Resolution No 2020-1130 A Resolution of The Board of Directors of Valley Sanitary District Approving an Electronic Signature Use Policy. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

RESOLUTION NO. 2021-1141

4.5 Continuing Disclosure Annual Reports for Fiscal Year 2019/2020 \$7,540,000 Wastewater Revenue Refunding Bonds, Series 2015, and the Assessment District No. 2004-VSD (Shadow Hills Interceptor) Limited Obligation Improvement Bonds, Series 2005

The purpose of this report is for the Board of Directors to review the Continuing Disclosure Annual Reports for the \$7,540,000 Wastewater Revenue Refunding Bonds, Series 2015, and the \$8,848,000 Assessment District No. 2004-VSD (Shadow Hills Interceptor) Limited Obligation Improvement Bonds, Series 2005. Governments or governmental entities (Issuers) issuing bonds have an obligation to meet specific continuing disclosure standards set forth in Continuing Disclosure Agreements (CDA). Under these contractual agreements, the Issuer commits to provide to the marketplace certain financial information and notices of listed events. Pursuant to the Continuing Disclosure Certificates, the Continuing Disclosure Annual Reports are due no later than February 15 each year.

5. GENERAL MANAGER'S ITEMS

5.1 Monthly General Manager's Report – December 2020

Beverli Marshall, General Manager, provided the Board on the District's with the monthly reports updating all departments.

6. COMMITTEE REPORTS

6.1 Operations Committee – Draft February 2, 2021, Regular Meeting Minutes

Ron Buchwald, Chairman of the Operations Committee, and Committee Members Debra Canero and William Teague updated the Board on the February 2, 2021, meeting. The meeting discussed updates on the Collection System Rehabilitation and Replacement Project, Influent Pump Station Rehabilitation Project, and the Reclaimed Water Project – Phase I.

7. DIRECTOR'S ITEMS

Vice President Coleman thanked staff for the new laptops. He stated that it has made conducting business much easier.

8. INFORMATIONAL ITEMS

8.1 Budget Timeline for Fiscal Year 2021/22

The action for approval and adoption of the annual budget is completed in June of each calendar year. In preparation for the fiscal year 2021/22 budget, staff has prepared a budget timeline for the Board of Directors to review. The timeline includes deliverable due dates and meeting dates. The timeline will serve as a guide during the upcoming weeks to continue budget discussions and allow for any modifications if needed.

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
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The Board adjourned to closed session at 2:09 p.m.

11. CONVENE IN OPEN SESSION

Report out on Closed Session items.

The board reconvened to open session at 2:41 p.m. President Sear stated there was nothing to report.

12. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:43 p.m. The next regular board meeting will be held on February 23, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District