

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
March 23, 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, March 23, 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, Jeanette Juarez, Ian Wilson, Adrian Contreras, Branden Rodriguez, 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 March 9, 2021, Regular Meeting Minutes

3.2 Approve Warrants for March 4 to March 17, 2021

3.3 Accept Monthly Financial Report for Period Ending February 28, 2021

ACTION TAKEN:

MOTION: Vice President Coleman a motion to approve the consent calendar items as presented. Director Teague seconded the motion. Motion carried unanimously.
MINUTE ORDER NO. 2021-3088

4. NON-HEARING ITEMS

- 4.1 Authorize the General Manager to Execute a Contract with Harris & Associates for Inspection Services for the Sanitary Sewer Pipe Cleaning and Inspection Project in an Amount Not to Exceed \$64,927

Adrian Contreras, Assistant Engineer, stated that the goal of the Sanitary Sewer Pipe Cleaning and Inspection 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. Inspection services are required to make sure the contractor performs the required work per the project specifications. VSD staff will be involved in these efforts but need outside assistance to perform the daily inspection tasks, especially for night work. It is recommended that the District execute a contract with Harris & Associates in an amount not to exceed \$64,927 to provide inspection services for the Sanitary Sewer Pipe Cleaning and Inspection Project and execute Task Order No. 21-01

ACTION TAKEN:

MOTION:

Secretary Canero made a motion to authorize the General Manager to execute a contract with Harris & Associates in an amount not to exceed \$64,927 to provide inspection services for the Sanitary Sewer Pipe Cleaning and Inspection Project and authorize the General Manager to execute Task Order No. 21-01. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3089

- 4.2 Discuss and Establish a Fee for Using the District's RV Dump Station

The District contracted with NBS to perform a cost-of-service analysis and rate study for its wastewater service charges. As part of that analysis, staff asked them to determine what the appropriate fee should be to recover the cost of treating discharge to the RV dump station. Based on this analysis, the cost is approximately \$10 per customer. Based on staff's historical observations, a significant number of users of the District's RV dump station are from outside of the District's service area. After discussion, the Board agreed that residents of the District that already pay the annual sewer use rate should not be assessed a fee for using the District's dump station. Those users that live outside the service area will be charged \$10. The District's legal counsel, Robert Hargreaves, stated that he will look into whether this needs to be done with a public hearing but until then, to move forward with the motion and vote.

ACTION TAKEN:

MOTION:

President Sear made a motion to establish a fee of \$10.00 for use of its RV dump station for all users who are not residents of the VSD service area. Residents of the District's service area should be allowed to continue to use the RV dump station free of charge. Proof of residence will be required to access the dump station. The effective date of the fee will be May 1, 2021 to allow time for the public to be notified of the new service fee. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Sear, Teague

NOES: Duran

MINUTE ORDER NO. 2021-3090

4.3 Discuss and Approve the VSD Succession Plan

Beverli Marshall, General Manager, presented the Succession Plan to the Board. The plan addresses retirements, recruitment, retention issues, and preparations for regulatory changes. Ms. Marshall discussed the key components of the Succession Plan that include risk and needs assessments, managing strategies to risks, developing individual plans for key positions, policies, barriers, and the need to review and update regularly. The has plan identified six (6) key recommendations to address both the succession and staffing needs of the District. Of the six (6) recommendations, staff suggests addressing three (3) of the six items starting in Fiscal Year 2021/22 with an objective to complete all recommendations within five (5) years. After a thorough discussion, it was the consensus for the Board for the plan to be brought back at a later date.

4.4 Discuss and Adopt the Brand & Image Use Policy

Beverli Marshall, General Manager, reported that in April 2020 the Board asked staff to develop a plan to build a brand for the District and to ensure that the public knows it. The first step was to develop a new logo for the District, which was completed and adopted by the Board on March 24, 2020. Staff implemented the new logo and applied it to VSD vehicles, uniforms, hats, business cards, and other District items. The next step in the rebranding process is to ensure that the VSD brand is used appropriately and reflects positively on the District. With that in mind, staff drafted the Brand & Image Use Policy. The purpose of the Policy is to establish and strengthen the VSD brand through a unified message, repetition, and consistency. A discussion took place about adopting a tagline and a mascot. The Board would like Ms. Marshall to reach out to staff to involve them in coming up with a tag line and bring the policy back before the Board in April.

5. GENERAL MANAGER'S ITEMS

Beverli Marshall, General Manager, reported that the county has now moved in the red tier with more businesses opening up, including gyms and movie theaters. The state has also deemed wastewater workers as emergency workers, making them eligible to receive the COVID-19 vaccine. The District is back to full staff except for a few employees that fall under the high-risk category. The cubicles have been installed in the operations building and the partitions are installed in the other shared offices. A discussion on returning to in-person Board meetings took place.

6. COMMITTEE REPORTS

6.1 Operation's Committee – Draft March 16, 2021, Special Meeting Minutes

Beverli Marshall, Secretary Canero, and Director Teague gave a brief report on the committee meeting.

7. DIRECTOR'S ITEMS

None.

8. INFORMATIONAL ITEMS

None.

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:29 p.m. The next regular Board meeting will be held on April 13, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District