

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

May 11, 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, May 11, 2021.

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, Jeanette Juarez, Ron Buchwald, Anna Bell, Austin Lopanec, Cassidy Laughy, Andrew Sorensen, Branden Rodriguez, and Robert Hargreaves, Best Best & Krieger

Guests:

Alice Bou, NBS

Greg Clumper, NBS

1.2 Pledge of Allegiance

1.3 May Employee Anniversaries

- Tino Tijerina, Electrical/Instr. Supervisor – 31 years
- Anna Bell, Laboratory & Compliance Supervisor – 8 years
- Austin Lopanec, Wastewater Operator I – 6 years
- Nick Dean, Electrician Technician I – 1 year
- Cassidy Laughy, Wastewater Operator-in-Training – 1 year

1.4 New Employee Introduction

- Andrew Sorensen, Wastewater Operator-In-Training

The Board congratulated Tino, Anna, Austin, Nick, and Cassidy for their hard work and dedication to the District. The Board also welcomed the District's newest staff member, Andrew Sorensen, Operator-in-Training.

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 April 27, 2021 Regular Meeting Minutes
- 3.2 Approve Warrants for April 22 through May 5, 2021
- 3.3 Authority Tuition Reimbursement for Beverli A. Marshall, General Manager, Per District Policy in an Amount Not to Exceed \$1,000

Secretary Canero requested that the District's credit card statement be included in the consent calendar in the future.

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. 2021-3097

4. PUBLIC HEARING

- 4.1 Public Hearing to Receive Input Regarding the Proposed Sewer Service Charge Increase and Consider Adopting Resolution No. 2021-1142
 - ✓ General Notice and Call
 - ✓ President Announces Public Hearing Procedures
 - ✓ General Manager's Report
 - ✓ President Declares Public Hearing Open
 - ✓ Public Comments
 - ✓ President Declares Public Hearing Closed
 - ✓ Board Discussion
 - ✓ Consideration of Resolution

President Sear asked Ms. Marshall to give a brief summary of the actions leading up to the Public Hearing. Ms. Marshall stated that in accordance with California Proposition 218, the Valley Sanitary District duly advised all customers via U.S. Mail of a Public Hearing in order to consider an increase to the Sewer Use Rate. Additionally, a notice of the Public Hearing was published in the Desert Sun newspaper on March 20, 2021 and March 21, 2021 and posted on the District's website. President Sear read the procedures to be followed during the hearing and asked Ms. Marshall to summarize any written communications regarding the increase and proposed Resolution 2021-1142. Ms. Marshall informed the Board that 26 letters of protest had been received, and 2,240 returned Prop 218 notices due to incorrect addresses. President Sear declared the Public Hearing open at 1:38 p.m. and asked Ms. Marshall to give a brief staff report which would be followed by any public testimony. Being no comments from the public, President Duran declared the Public Hearing closed at 1:47 p.m. Discussion took place on the importance of the rate changes to support the facilities and community. It was the consensus of the board to adopt Resolution No. 2021-1142, setting the sewer service charges for Fiscal Year 2021/22 and repealing Resolution No. 2020-1129.

“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ADOPTING SEWER SERVICE CHARGES FOR FISCAL YEAR 2021/22”

ACTION TAKEN:

MOTION: Vice President Coleman made a motion to adopt Resolution 2021-1142 adopting sewer service charges for Fiscal Year 2021/22. Director Duran seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
RESOLUTION NO. 2021-1142

5. NON-HEARING ITEMS

5.1 Discuss and Consider Adopting the Fixed Assets Accounting Policy

Jeanette Juarez, Business Services Manager, presented the draft Fixed Assets Accounting Policy. The purpose of the policy is to ensure the District's fixed assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with state and federal regulations, auditor requirements, applicable accounting pronouncements, and in a manner that adequately supports the maximum recovery of Facilities and Administrative (indirect) costs associated with these assets. Ms. Juarez explained the major changes to the updated policy which includes a modification to the useful life threshold, updated language, and asset tagging. She also explained what Governmental Accounting Standards Board (GASB) was and the importance of keeping up with GASB guidelines.

ACTION TAKEN:

MOTION: Director Duran made a motion to approve the Fixed Assets Accounting Policy effective July 1, 2021. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2021-3098

5.2 Discuss and Consider Adopting the Bank Account and Check Policy

Jeanette Juarez, Business Services Manager, presented the draft Bank Account and Check Writing Policy. The purpose of this policy is to provide operational procedures to increase efficiency, cost savings and protection from illegal acts with regards to the District's daily financial activities. She explains that the current policy requires updates. The updated policy will detail protocols for bonding, account establishment, account balances, signatures, fraud prevention, reporting, and check status.

ACTION TAKEN:

MOTION: Vice President Coleman made a motion to approve the Bank Account and Check Writing Policy effective July 1, 2021. Secretary Canero seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2021-3099

6. GENERAL MANAGER'S ITEMS

6.1 Monthly General Manager's Report – March 2021

Vice President Coleman requested that once the new accounting system is fully implemented that the Administration and Finance Department add a monthly metric to the staff reports detailing the monthly accounting activities.

7. COMMITTEE REPORTS

Budget & Finance Committee Chair, Dennis Coleman, reported out on the meeting of May 4, 2021. He informed the board that Jeanette Juarez presented the draft Fixed Assets Accounting Policy and the draft Bank Account and Check Policy. The next Budget & Finance Committee meeting is scheduled for July 7, 2021.

8. DIRECTOR'S ITEMS

The Board thanked staff for their hard work on the sewer rate study. Director Teague stated he is pleased to see how professional the District has become.

9. INFORMATIONAL ITEMS

None.

10. 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.

11. CONVENE IN CLOSED SESSION

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

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

This item was rescheduled for the board meeting of May 25, 2021.

12. CONVENE IN OPEN SESSION

Report out on Closed Session items

13. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:22 p.m. The next regular Board meeting will be held on May 25, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District