

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

June 8, 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, June 8, 2021.

1. CALL TO ORDER

President Sear called the meeting to order at 1:04 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, and Robert Hargreaves, Best Best & Krieger

Guests:

Elizabeth Reyes, Harris & Associates

1.2 Pledge of Allegiance

1.3 June Employee Anniversaries

- Andy Boyd, Wastewater Operator III – 12 years
- Nick Castaneda, Collection System Tech II – 7 years
- Beverli Marshall, General Manager – 2 years

The Board congratulated Andy, Nick, and Beverli 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.

Cassidy Laughy, Operator-in-Training at Valley Sanitary District, submitted a letter to the Board regarding the "Silver Wave" and the importance of recruitment and retainment of wastewater operators at Valley Sanitary District. Her letter was read into the record.

3. CONSENT CALENDAR

- 3.1 Approve May 25, 2021, Regular Meeting Minutes
- 3.2 Approve Warrants for May 20 through June 2, 2021
- 3.3 Accept a Grant of Easement and Authorize the General Manager to Sign a Certificate of Acceptance Within the Paradiso Subdivision, East of Monroe Street and North of Avenue 41

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. 2021-3102

4. NON-HEARING ITEMS

- 4.1 Adopt Resolution No. 2021-1146 Approving the Comprehensive Budget for Fiscal Year 2021/22

The action for approval and adoption of the annual budget is completed in June of each calendar year. On April 20, 2021, the District held a detailed budget workshop and presentation for the Board of Directors to review and allow for modifications. The proposed Operating and Capital budgets for fiscal year 2021/22 FY22 are \$10,967,155 and \$15,912,465, respectively. The Operating budget encompasses such costs as salaries, operating supplies, loan payments, insurance premiums, and other overhead costs to run day-to-day operations. The Capital budget incorporates key projects to further advance the District's Capital Improvement Program (CIP). There are 17 new capital projects requested in fiscal year 2021/22. The CIP for fiscal year 2021/22 includes the Reclaimed Water Phase I treatment upgrade project, the Influent Pump Station Rehabilitation Project and the Collection System Sewer Main Rehabilitation and Replacement Program. Staff believes the budget reflects a concentrated effort of fiscal responsibility while continuing the operating and capital requirements necessary to move the district forward in its mission of treating and recycling wastewater to ensure a healthy environment and sustainable water supply. Secretary Canero requested to see the job description for the Clerk of the Board position before going out for recruitment. Vice President Coleman commended staff on the hard work and process of producing the budget.

“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ADOPTING THE OPERATION BUDGET AND CAPITAL BUDGET FOR FISCAL YEAR 2021/22”

ACTION TAKEN:

MOTION: Vice President Coleman made a motion to adopt Resolution No. 2021-1146 approving the Operating and Capital Budget for Fiscal Year 2021/22. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
RESOLUTION NO. 2021-1146

4.2 Set a Public Hearing Date for July 27, 2021 – Determining Certain Accounts to be Delinquent and Directing the Placement of these Accounts on the Property Tax Rolls for Collection

Annually, District staff review the outstanding invoices of all properties that have not paid their invoices for various fees. To collect the unpaid charges and to ensure adequate procedural due process is provided, a Public Hearing date is required, and notice is sent to each specific property and posted on the district website. At the Public Hearing, recommended for July 27, 2021, the Board of Directors will adopt a resolution allowing the delinquent invoices to be placed on the property tax roll for collection.

ACTION TAKEN:

MOTION: Secretary Canero made a motion to approve a public hearing date for July 27, 2021, to consider placing delinquent service charges on the county tax rolls. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3103

4.3 Approve Blanket Purchase Orders for the Listed Vendors and Amounts for Fiscal Year 2021/22 in a Total Amount Not to Exceed \$3,006,488

District staff has reviewed the purchases for the past fiscal year and the expenditures outlined within the Operating and Capital Budget for 2021/22. Staff was able to identify \$3,006,488 of purchases that are needed for the normal course of business.

ACTION TAKEN:

MOTION: Secretary Canero made a motion to approve blanket purchase orders for the listed vendors and amounts for Fiscal Year 2021/22 in a total amount not to exceed \$3,006,488. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3104

4.4 Adopt the VSD Diversity, Equity & Inclusion Policy

Beverli Marshall, General Manager, explained that diversity is lacking in the water and wastewater industry. In addition to identifying the lack of diversity in various water sector occupations, several key issues were identified “to hire, train, and retain a skilled and diverse water workforce in years to come.” Specifically, the report identified two major needs, the emphasis that the water workforce needs greater public visibility, especially when trying to reach younger workers and other prospective job candidates, and to consider the barriers that support a more diverse water workforce, including the importance of looking for talent in places that may not traditionally have attracted as much attention. The Diversity, Equity & Inclusion (DEI) policy is based on several existing policies and recommended language that demonstrates the District’s commitment to DEI but does not commit the District to a specific plan or expenditure. This allows flexibility to address issues as they arise as well as the opportunity to partner

with other agencies in supporting diversity in industry occupations and programs. Director Duran requested more information on the topic.

ACTION TAKEN:

MOTION: Director Duran made a motion to adopt the VSD Diversity, Equity & Inclusion Policy. Secretary Canero seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None

MINUTE ORDER NO. 2021-3105

- 4.5 Authorize General Manager to Execute Task Order No. 21-02 with Harris & Associates for Collection System Design and Program Management Project – Phase III in an Amount Not to Exceed \$697,400

On August 29, 2017, the Board awarded the Collection System Program & Design Manager Project to Harris and Associates after submitting the successful Proposal as determined by the Qualification Based Selection (Government Code 4526) process. On February 18, 2018, the Board awarded Task Authorization 1 to Harris & Associates, Inc. not to exceed \$219,822 for Phase 1 and on April 9, 2019, awarded Task Authorization 2 not to exceed \$553,740 for Phase 2 of this program, which is nearly complete. Staff has been working with Harris & Associates to develop the next phase of the program. Phase 3 will continue the efforts of reviewing CCTV video inspections as well as programming several rehabilitation and replacement projects. Also included in the scope of work are inspection services, which staff requested via separate approval from the Board.

ACTION TAKEN:

MOTION: Director Teague made a motion to authorize the General Manager to execute Task Order No. 21-02 with Harris & Associates in an amount not to exceed \$697,400 for Phase 3 of the Collection System Design and Program Management 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. 2021-3106

- 4.6 Authorize General Manager to Execute Task Order No. 21-01 with Dudek & Associates for Design Services for the Treatment Plant Water Main Replacement Project in an Amount Not to Exceed \$24,330

There is an above-ground steel watermain that feeds plant water to the various basins that is reaching its useful life. The main occasionally leaks, the fittings are becoming difficult to adjust, and some valves that do not work properly. This watermain has been listed as a CIP project for several years but has now reached a high priority. In fiscal year 2017/18, staff solicited RFQs from various consultants to develop a list of qualified consultants to perform work for the district. Dudek and Associates were among those selected as part of the Indefinite Delivery / Indefinite Quantity as Needed Services contract. Dudek is also part of the Downing / Dudek design-build team working on the Rehabilitation of the Influent Pump Station project. Staff met with Dudek at the plant to discuss the need to replace the steel

watermain and to solicit a proposal to provide design plans and specifications for the watermain replacement.

ACTION TAKEN:

MOTION: Director Teague made a motion to authorize the General Manager to execute Task Order No. 21-01 with Dudek & Associates in an amount not to exceed \$24,330 to provide design services for the Plant Watermain Replacement 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. 2021-3107

- 4.7 Authorize Staff to Issue a Notice to Proceed to SGH Architects to Complete the Design of the Training & Office and Laboratory Buildings in an Amount Not to Exceed \$307,615

On May 26, 2020, the Board authorized the General Manager to sign a contract with SGH to begin the initial design for the new office and training building (Phase 1) for \$73,436. During the initial design, it was determined that including a laboratory would limit the size of both the training room and the laboratory. Staff requested a proposal from SGH to design a new separate laboratory building. On December 8, 2020, the Board authorized the General Manager to sign a contract with SGH to begin the initial design of the laboratory building (Phase 1) for \$49,610. The Phase 1 designs for both buildings are complete and ready to proceed to the final design. On May 11, the Board approved a five-year rate increase that will fund CIP projects including the new buildings. Staff began identifying financing options to pay for the construction of the buildings as well as other CIP projects. Staff would like to proceed with the final design for both buildings.

ACTION TAKEN:

MOTION: Vice President Coleman made a motion to authorize a Notice to Proceed to SGH Architects for the final design for both buildings per the existing contract and proposals in the amount of \$183,590 for the Office & Training Building and \$124,025 for the Laboratory building. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3108

- 4.8 Discuss and Select CalPERS Unfunded Accrued Liability (UAL) Fresh Start Option and Authorize Payment to CalPERS for Fiscal Year 2021/22

This item was pulled from the agenda and will be brought back at a future meeting.

5. GENERAL MANAGER'S ITEMS

- 5.1 Monthly General Manager's Report – April 2021

The monthly department updates and metrics were provided.

6. COMMITTEE REPORTS

6.1 Operations Committee – June 1, 2021, Regular Meeting Minutes

Operations Committee Chair, Ron Buchwald, reported out on the meeting of June 1, 2021. The committee discussed the Diversity, Equity & Inclusion policy, The proposed parking lot expansion, the new training building, and laboratory.

7. DIRECTOR'S ITEMS

Vice President Coleman stated that he has completed the CSDA Special District Leadership Academy. It was suggested the Ms. Marshall meet with the new City of Coachella City Manager. On behalf of the Board of Directors, President Sear congratulated all the graduates of the Class of 2021 across the Coachella Valley and beyond.

8. INFORMATIONAL ITEMS

8.1 Today, June 8, 2021, is recognized as World Ocean Day, which was first proposed by Canada during the 1992 Earth Summit, began worldwide in 2002, and was officially recognized by the United Nations in 2008. This year's theme is "One Ocean, One Climate, One Future – Together." <https://worldoceanday.org>

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.

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

The Board adjourned to a closed session at 2:49 p.m.

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

The Board reconvened to open session at 3:10 p.m. President Sear stated there was nothing to report.

12. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:11 p.m. The next regular Board meeting will be held on June 22, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District