

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
December 14, 2021**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, December 14, 2021, at 45-500 Van Buren St., Indio, CA 92201.

1. CALL TO ORDER

President Sear called the meeting to order at 1:07 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, Dave Commons, Karen Hopper, Hector Guzman, Jimmy Garcia, Nick Dean, Ray Marroquin, James Mills, and Craig Hayes, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 December Employee Anniversaries

- James Mills, Operations Supervisor – 15 years
- Jimmy Garcia, Maintenance Technician I – 15 years
- Ron Buchwald, Engineering Services Manager – 9 years
- Karen Hopper, Accounting Analyst – 8 years
- Hector Guzman, Development Services Technician III – 7 years

The Board thanked James, Jimmy, Ron, Karen, and Hector for their years of service, 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 November 23, 2021, Regular Meeting Minutes

3.2 Approve Warrants for November 18 through December 8, 2021

3.3 Accept Quarterly Investment Report for September 30, 2021

ACTION TAKEN:

MOTION: Vice President Coleman made a motion to approve the consent calendar, as presented. Director Teague seconded the motion. Motion carried unanimously.
MINUTE ORDER NO. 2021-3156

4. NON-HEARING ITEMS

4.1 Election of Board Officers for 2022

Pursuant to Resolution 2018-1109, the election of officers shall be held at the first (1st) Board of Directors' meeting in December of each calendar year. Officers shall serve for a term of one (1) year. Nominations shall be made from the floor, and votes shall be in the order of President, Vice President, and Secretary/Treasurer.

Nomination of President – Director Duran made a motion to nominate Scott Sear for President of the Valley Sanitary District Board of Directors. Director Teague seconded the motion. Motioned carried by the following roll call vote:

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague
NOES: None

Nomination of Vice President – Director Coleman made a motion to nominate Debra Canero for the office of Vice President of the Valley Sanitary District Board of Directors. Director Duran seconded the motion. Motioned carried by the following roll call vote:

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague
NOES: None

Nomination of Secretary/Treasurer – Director Duran made a motion to nominate Dennis Coleman for Secretary/Treasurer of the Valley Sanitary Board of Directors. Director Teague seconded the motion. Motioned carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None

MINUTE ORDER NO. 2021-3157

4.2 Appoint Directors and One (1) Alternate to the East Valley Reclamation Authority Joint Powers Authority Board of Directors for 2022

President Sear appointed Director William Teague and Secretary/Treasurer Dennis Coleman and Director Mike Duran as alternate for the East Valley Reclamation Authority Joint Powers Authority Board of Directors for 2022.

4.3 Appoint Two (2) Directors to Budget & Finance Committee and Operations Committee and Appoint a Director as Committee Chair for 2022

President Sear appointed Secretary/Treasurer Dennis Coleman and Vice President Debra Canero to the Budget & Finance Committee, with Secretary/Treasurer Coleman serving as Chair for 2022. President Sear appointed Director William Teague and Director Mike Duran to the Operations Committee, with Director Teague serving as Chair for 2022.

4.4 Create a Community Engagement Committee, Set Days and Times for the Meetings, Appoint Two (2) Directors to Committee, and Appoint a Director as Committee Chair for 2022

At its workshop in November, the Board identified that the District and the Board need to be more involved in the community, engage stakeholders, and increase the public's knowledge of VSD and its purpose. The Board authorized a contract with CV Strategies, a local public relations firm, to create and implement the District's Communications & Public Outreach Plan (Plan). Staff believes that this plan's implementation will benefit from discussions at the committee level. The Community Engagement Committee will focus on objectives and tasks that will increase VSD's public presence in Indio, engagement with key stakeholders, and advocacy for wastewater and reclaimed water-related issues in the Coachella Valley at the State and federal levels. As a standing committee, it will be subject to the Brown Act. Staff recommends that this committee meet every other month on the third Tuesday, starting on January 18, at 1:00 p.m. If approved, the first meeting will be Tuesday, January 18, 2022, at 1:00 p.m. The General Manager will be the staff person assigned to this committee, and other staff will attend as needed based on the agenda topics. After the Board moved to approve the creation of the Community Engagement Committee, President Sear appointed himself and Vice President Debra Cero to the committee, with President Sear as Chair for 2022.

ACTION TAKEN:

MOTION: Director Duran made a motion to establish the standing Community Engagement Committee, set the meeting time as the third Tuesday of January, March, May, July, September, and November at 1:00 p.m. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2021-3158

4.5 Approve Regular Meeting Schedule for 2022 and Adopt District Observed Holidays for 2022

The regular meeting schedule for 2022 includes all regular Board and committee meetings. In addition to approving the regular meeting schedule, staff asks that the Board approve the list of District observed holidays for 2022. For 2022, the list includes the 12 previously recognized holidays and the addition of March 31, César Chávez Day, and June 19, Juneteenth. Both holidays uphold the District's commitment to diversity, equity, and inclusion.

ACTION TAKEN:

MOTION: Secretary/Treasurer Coleman made a motion to approve the Regular Meeting Schedule for 2022 and adopt District Observed Holidays for 2022. Director Duran seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2021-3159

4.6 Receive and File Annual Connection Capacity Fee Report

Government Code Section 66013 requires a financial accounting of the transactions dealing with sewer connection capacity fees to be made available to the public. The annual report showing actual values

for the 2020/21 fiscal year and estimated values for the 2021/22 fiscal year was disclosed to the Board. Pursuant to Government Code Section 66013, this report is for review purposes only. A copy of this report was mailed to the Desert Valley Builders Association (DVBA) and the Building Industry Association (BIA) for review and comment. The Board thanked Jeanette for keeping the District transparent.

ACTION TAKEN:

MOTION: Director Duran made a motion to receive and file the Annual Connection Capacity Fee Report. Vice President Canero seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None

MINUTE ORDER NO. 2021-3160

- 4.7 Authorize the General Manager to Execute a Contract with Trimax Inc. to Upgrade the Programmable Logic Controller (PLC) and Input/Output (I/O) Modules at PLC 460 in an Amount Not to Exceed \$40,145

The PLC 460, located north of the ponds near the Secondary Clarifiers, was put into service in 2008. PLC 460 controls the functionality of both the Secondary Clarifiers and the Return Activation Sludge (RAS) Pumps. Replacement parts for the current PLC and I/O modules are obsolete and no longer available. Staff recommends purchasing the upgraded PLC and the I/O modules from Trimax for a not-to-exceed amount of \$40,145. Trimax is our primary specialist for system integration and provides technical support. The purchase is a sole source procurement.

ACTION TAKEN:

MOTION: Director Duran made a motion to authorize the upgrade of the PLC and I/O modules at PLC 460 by Trimax, Inc for an amount not to exceed \$40,145. Vice President Canero seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None

MINUTE ORDER NO. 2021-3161

- 4.8 Authorize the Purchase of Belt Filter Press Replacement Parts in an Amount Not to Exceed \$159,679.39

To maintain the integrity and quality of the Belt Filter Presses, staff recommends the replacement of the gear boxes, hydraulic manifolds, roller assemblies, and all necessary hardware for rehabilitation. This project is included in the Capitol Budget for FY 2021/22. The company that manufactured the equipment that is currently being used on the Belt Filter Presses was bought out by Alfa Laval. Alfa Laval is the only manufacturer to provide the parts needed for this project, thus this is a sole source procurement. The total cost of this project is 159,679.39. This includes a \$10,000 contingency for any unforeseen items that may be needed.

ACTION TAKEN:**MOTION:**

Vice President Canero made a motion to authorize the purchase of all recommended, and necessary material for the rehabilitation of the Belt Filter Presses from Alfa Laval for a not to exceed the amount of \$159,679.39. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3162

5. GENERAL MANAGER'S ITEMS**5.1 Monthly General Manager's Report – October 2021**

6. COMMITTEE REPORTS**6.1 Operations Committee – December 7, 2021**

Director Teague reported that Anna Bell, Laboratory & Compliance Supervisor, gave an excellent presentation on collecting and testing samples. She will be presenting the information to the entire Board at a future board meeting. Ron Buchwald, Engineering Services Manager, updated that committee on the Recycled Water Project and second on-call person to the Collection Department.

7. DIRECTOR'S ITEMS

Secretary/Treasurer Coleman stated that he would not be attending the CASA Policy Forum in Washington, D.C. The Board congratulated Beverli on her appointment to the Women in Leadership Advisory Board for the University of California Santa Barbara.

8. INFORMATIONAL ITEMS

The Annual VSD Holiday Luncheon will be on December 20, 2021, at 11:00 a.m. at the Fantasy Springs Event Center.

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:45 p.m. The next regular Board meeting will be held on January 11, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District