

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
January 11, 2022**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, January 11, 2022, at 45-500 Van Buren St., Indio, CA 92201.

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, Ron Buchwald, Dave Commons, Karen Hopper, and Bob Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 Presentation of GFOA Budget Award for Fiscal Year 2021/22

The District received the Distinguished Budget Presentation Award for the Fiscal Year 2021/22 Budget from the Government Finance Officers Association of the United States and Canada (GFOA). President Sear also presented Branden Rodriguez, Karen Hopper, and Jeanette Juarez with the GFOA Certificate of Recognition for Budget Preparation for the hard work in preparing the Fiscal Year 2021/22 Budget. The Board thanked staff for their achievements.

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 December 14, 2021, Regular Meeting Minutes

3.2 Approve Warrants for December 9, 2021, through January 3, 2022

3.3 Monthly Financial Report for November 30, 2021

3.4 Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, Per District Policy, in the Amount of \$866

3.5 Monthly Credit Card Report for November 30, 2021

Vice President Canero asked that the minutes reflect the Operations Committee did not approve the second on-call person for the Collections Department. The committee discussed the information provided for the second on-call person.

ACTION TAKEN:

MOTION: Director Duran made a motion to approve the consent calendar, with the corrected minutes, as presented. Director Teague seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2022-3163

4. PUBLIC HEARING

4.1 Conduct a Public Hearing to Receive Input from the Community Regarding Boundaries and the Composition of Divisions to be established for Division-Based Elections

A notice of public hearing was published in the Desert Sun newspaper on December 16, 2021, and December 23, 2021. Beverli Marshall, General Manager, presented a PowerPoint presentation on the Valley Sanitary District Division-Based Elections and the Census 2020 Population Changes. Ms. Marshall's presentation included the District's current Elections Divisions Map and two (2) map options that would reflect the new census data. President Sear declared the public hearing open at 2:18 p.m. No members of the public were present. No written or verbal communication was received from the public. President Sear declared the public hearing closed at 2:22 p.m. The Board discussed the two (2) map options. Map Option 1 is aligned north and south, anticipates growth mostly north of Interstate 10, avoids directors in the same Division, and requires election in Divisions A and C in 2022. Map Option 2 is aligned east and west, anticipates growth mostly north of Interstate 10, two (20) directors would fall in Division C and would require an election in Divisions A, C, and D in 2022. After discussion, the Board requested staff to see if any fine-tuning to Map Option 2 can be made to avoid a head-to-head election or re-sequencing.

ACTION TAKEN:

MOTION: Secretary/Treasurer Coleman made a motion to request staff to bring back Map Option 1 and a revised Map Option 2 to the next Public Hearing on March 22, 2022. 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. 2022-3164

5.1 NON-HEARING ITEMS

5.1 Authorize Three Board Members to Attend the CASA Policy Forum in Washington D.C. February 28 to March 1, 2022

The Board authorized three (3) directors to attend the CASA DC Forum from February 28, 2022, to March 1, 2022. The Board requested that the flights not be booked until closer to the date due to the current Covid-19 outbreak.

ACTION TAKEN:

MOTION: Vice President Canero made a motion to authorize three (3) directors to attend the CASA Policy Forum in Washington D.C. in February, 2022. Secretary/ Treasurer Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3165

5.2 Accept a Sewer Main Improvements for the Pacific Indio Retail Center Development and Authorize the General manager to Sign a Certificate of Acceptance for Recording Purposes

Ron Buchwald, Engineering Services Manager, informed the Board that the District had entered a Development - Sanitation System Installation Agreement for The Pacific Indio Retail Center on June 4, 2020, with Wal-Mart Real Estate Business Trust to install a sewer main, a manhole, and appurtenances. This work has been completed and was approved by VSD in December 2021. The Installation Agreement was recorded and is now tied to the property. The Certificate of Acceptance is being signed and recorded to the property to show that the Installation Agreement has been satisfied and that VSD accepts ownership of the sewer main, manhole, and appurtenances installed within this project.

ACTION TAKEN:

MOTION: Director Duran made a motion to authorize the General Manager to sign the Certificate of Acceptance for the Pacific Indio Retail Center Development. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3166

5.3 Authorize the General Manager to Execute Task 22-01 with Dudek to Provide Engineering Services during Bidding and Construction in an Amount Not to Exceed \$62,325

On June 8, 2021, the Board authorized the General Manager to execute a contract with Dudek for design services for the Plant (ASP) Watermain Replacement Project. Dudek has completed the design for this project, and staff has reviewed and accepted the design. The project is now ready to proceed with bid advertisement to select a contractor via a bidding process to perform the construction work. This water main replacement project is unique as it is an above ground water main located next to the ASP, which is narrow in width and has many crossing and connecting pipes. Due to the length of time expected for bidding and construction, it would be difficult to have staff dedicated to this project while performing their normal duties. Staff solicited a proposal from Dudek to assist staff with the bidding process and inspection of the construction work. The proposal includes having a full-time inspector for the construction work and a part-time construction manager for a not-to-exceed cost of \$62,325.

ACTION TAKEN:

MOTION:

Director Teague made a motion to authorize the General Manager to execute Task Order 22-01 with Dudek to provide engineering services during bidding and construction in an amount not to exceed \$62,325. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3167

6. GENERAL MANAGER'S ITEMS

6.1 Monthly General Manager's Report – November 2021

The Board was presented with the monthly departmental updates for November 2021.

7. COMMITTEE REPORTS

7.1 Budget & Finance Committee – January 4, 2022

Secretary/Treasurer Coleman gave an update on the first Budget & Finance Committee meeting for 2022. The committee discussed financing options for the Recycled Water Project – Phase 1, the District's Reserve Policy, and the Fiscal Year 2022/23 Budget timeline. The committee gave staff direction, and these items will be brought before the entire Board.

7.2 Community Engagement Committee Special Meeting – January 6, 2022

The committee met with Michele McKinney and Tara Bravo of CV Strategies. They presented the draft Strategic Communications Plan they developed with recommendations on fully developing the District's brand identity and marketing it. They outlined goals messaging themes, and recommended actions. The committee discussed survey options to establish a baseline so CV Strategies can track progress. The committee also discussed the logo, name change, and the water bear campaign. CV Strategies also presented the committee with the implementation timeline.

8. DIRECTOR'S ITEMS

Secretary/Treasurer Coleman requested staff to bring a resolution to allow the District the option of remote meetings during the current Covid-19 surge.

9. INFORMATIONAL ITEMS

9.1 Timeline for Fiscal Year 2022/23 Budget Process

9.2 Response Letter from Desert Valley Builders Association

Jeanette Juarez, Business Services Manager, presented the fiscal year 2022/23 budget timeline. The timeline includes deliverable due dates and meeting dates. The timeline will guide the upcoming weeks to continue budget discussions and make any modifications if needed. Desert Valley Builders

Association stated that they are satisfied that Valley Sanitary District successfully met its annual reporting obligation pursuant to the Mitigated Fee Act. Beverli announced that Ivan Monroy, Environmental Compliance Tech II, received the P3S Person of the Year from CWEA-CORBS for 2021.

10. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:51 p.m. The next regular Board meeting will be held on January 25, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District