

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

March 8, 2022

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, March 8, 2022, at 45-500 Van Buren St., Indio, CA 92201.

1. CALL TO ORDER

President Sear called the meeting to order at 1:02 p.m.

1.1 Roll Call

Directors Present:

Debra Canero, Dennis Coleman, Mike Duran, Scott Sear, William Teague

Staff Present:

Beverli Marshall, Holly Gould, Jeanette Juarez, Ron Buchwald, Dave Commons, Steve Shepard, Anna Bell, Ed Luna, and Robert Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 March Employee Anniversaries

- Steve Shepard, Development Services Supervisor – 26 years

The Board thanked Steve for his hard work and years of dedication to the District.

2. PUBLIC COMMENT

This is the time 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 February 22, 2022, Regular Meeting Minutes and March 2, 2022, Special Meeting Minutes

3.2 Approve Warrants for February 17, 2022, through March 1, 2022

ACTION TAKEN:

MOTION: Director Duran motioned to approve the consent calendar as presented.
Secretary/Treasurer Coleman seconded the motion. Motion carried unanimously.
MINUTE ORDER NO. 2022-3181

4. NON-HEARING ITEMS

- 4.1 Authorize the General Manager to Sign the Proposal for Financing Through Bank of America for the Recycled Water Project Phase 1

Staff recommends authorizing the General Manager to sign the proposal for financing through Bank of America for the Recycled Water Project Phase 1. Authorizing the General Manager to sign the financing proposal will ensure that the interest rate is locked for 90 days. After legal review, the financing agreement and resolution will be brought to the entire Board for approval in April.

ACTION TAKEN:

MOTION: Director Duran made a motion to authorize the General Manager to sign the proposal for financing through Bank of America for the Recycled Water Project Phase 1. 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. 2022-3182

- 4.2 Authorize the General Manager to Amend the Contract with Advanced Resources for Contract Services

A laboratory staff member will be requesting FMLA leave for an extended period, which will create a labor shortage in the laboratory department. Staff recommends that the Board authorize the solicitation of services from Advanced Resources for the hire of a temporary laboratory technician. Staff requests the temporary position to start in March to train the new staff member before the leave request is enacted, tentatively in April. The temporary laboratory technician will support the department in preventing downtime in services rendered by the laboratory to support the Operations Department needs and NPDES requirements. The FY 2021/22 fiscal impact for the cost of services is approximately \$28,000. For FY 2022/23, the budgetary impact for the cost of services is approximately \$31,000.

ACTION TAKEN:

MOTION: Director Teague made a motion to authorize the General Manager to solicit the services of Advanced Resources for the hire of a temporary laboratory technician. 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. 2022-3183

4.3 Authorize Emergency Repair for Hurst Powerflame Boiler

Due to a leak in the heat exchanger, sludge from the digester was allowed to fill the heat chamber of the boiler, causing the heat transfer tubes to crack. This resulted in water and sludge filling the heater element housing. This failure required staff to make an emergency purchase to repair the boiler. Without this repair, the boiler will not be able to function and maintain the temperature of the digester sludge. Due to the specificity of the parts needed, this is a sole-source procurement from California Boiler for an amount not to exceed \$40,000.

ACTION TAKEN:

MOTION: Director Duran made a motion to authorize the General Manager to approve the cost of repairs for one (1) Hurst Powerflame Boiler for an amount not to exceed \$40,000, including tax and delivery. 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. 2022-3184

5. GENERAL MANAGER'S ITEMS

5.1 Monthly General Manager's Report – January 2022

Beverli Marshall, General Manager, informed the Board of several employees that have passed certifications recently. Lorraine Shinnette passed her Laboratory Technician III, Austin Lopanec passed his Wastewater Operator II, Nick Dean passed his Electrical Instrumentation II, and Matt Pittelli passed his Electrical Instrumentation I. It was also announced that the District received the budgetary award from the California Society of Municipal Financial Officers (CSMFO) for the FY 2021/22 Budget. The monthly metrics for the laboratory have been added to the monthly General Managers report.

6. COMMITTEE REPORTS

6.1 Budget & Finance Committee – March 1, 2022

Budget & Finance Committee Chair Dennis Coleman reported on a meeting held on March 1, 2022. The committee discussed the RFP for reviewing and revising the employee handbook and District policies. Staff received four proposals. Since three out of four proposals were over the budgeted amount of \$25,000, staff requested direction from the committee on how best to present this item before the Board for approval. The committee recommended having the District's HR Specialist and District Counsel attend the board meeting to input the necessity of the employee handbook and District policies review and revisions. It was also recommended to have a closed session item to brief the Board on any issues the District may be having. The committee received an update on the Recycled Water Project Phase 1 Design-Build Financing Progress. Schneider Electric recommended that staff bring an approval item to the next board meeting to allow the General Manager to sign the non-binding

agreement once the proposal is received, which will lock in the interest rate. The current rate is 2.5%. The committee requested staff to bring the RFP for the investment advisor to the next committee meeting.

7. DIRECTOR'S ITEMS

Director Duran informed the Board of a webinar on March 15, 2022, hosted by CSDA on how to better communicate with the General Manager.

8. INFORMATIONAL ITEMS

8.1 Wastewater Sampling Presentation

Anna Bell, Laboratory and Compliance Supervisor gave a PowerPoint presentation on wastewater sampling. She explained how the samples are collected, the equipment used, and the different types of samples, i.e., discrete (grab) samples, composite samples, and representative samples. She also explained the importance of documentation, field observations, chain-of-custody, and the storage and preservations of samples.

9. PUBLIC COMMENT

This is the time set aside for public comment on any item discussed in Closed Session.

None.

10. CONVENE IN CLOSED SESSION

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

10.1 Pursuant to Government Code Section 54957, Labor Negotiations for General Manager

The Board adjourned to Closed Session at 2:22 p.m.

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

The Board reconvened in open session at 3:50 p.m. President Sear stated that there was nothing to report.

12. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 3:50 p.m. The next regular Board meeting will be on March 8, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District