

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING**  
June 28, 2022

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, June 28, 2022, at 45-500 Van Buren St., Indio, CA 92201.

**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, Holly Gould, Jeanette Juarez, Dave Commons, Ron Buchwald, and Bob Hargreaves, Best Best & Krieger

Guests Present:

Dr. Bruce Underwood, Healthy Futures, Inc.

**1.2 Pledge of Allegiance**

**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.*

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Dr. Bruce Underwood, Healthy Futures Inc., to comment on Non-Hearing Item 4.7, Discuss Proposals for a Health and Wellness Program, and Provide Direction.

**3. CONSENT CALENDAR**

3.1 Approve Minutes for June 14, 2022, Regular Meeting and June 21, 2022, Special Meeting

3.2 Approve Warrants for June 9, 2022, through June 22, 2022

3.3 Monthly Financial Report for May 31, 2022

3.4 Receive and File Credit Card Report for May 31, 2022

3.5 Declare Surplus Equipment and Authorize Disposition as Appropriate

3.6 Adopt Regulations Regarding Payment of the Costs of Candidate Statements for the November 8, 2022, General Election

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**ACTION TAKEN:**

**MOTION:** Vice President Canero motioned to approve the consent calendar as presented. Director Duran seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Coleman, Duran, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2022-3205**

**4. NON-HEARING ITEMS**

4.1 Approve Blanket Purchase Orders for the Listed Vendors and Amounts for the Fiscal Year 2022-23 in a Total Amount Not to Exceed \$1,039,699

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District staff has reviewed the purchases for the past fiscal year and the expenditures outlined within the Operating and Capital Budget for 2022/23. Staff was able to identify \$1,039,699 of purchases that are needed for the normal course of business.

**ACTION TAKEN:**

**MOTION:** Vice President Canero motioned to approve blanket purchase orders for the listed vendors and amounts for the Fiscal Year 2022/23 in a total amount not to exceed \$1,039,699. 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. 2022-3206**

4.2 Authorize General Manager to Execute a Professional Services Agreement with Townsend Public Affairs for State Legislative Advocacy Services in an Amount Not to Exceed \$60,000 for a 12-Month Period

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On February 8, 2022, staff published the Request for Proposals for State Legislative Advocacy Services on the District website and emailed it to 10 consulting firms identified through industry organizations like CSDA, CASA, CWEA, ICMA, etc. Three proposals were received, and one firm responded that they did not provide the identified services. The Board of Directors directed staff to evaluate the proposals and recommend discussion with the Community Engagement Committee. Staff has completed the evaluation and recommends Townsend Public Affairs. At the June 9, 2022, special meeting of the Community Engagement Committee, the committee provided feedback in support of staff's recommendation to proceed with a professional services agreement with Townsend Public Affairs.

**ACTION TAKEN:**

**MOTION:**

Vice President Canero motioned to authorize the General Manager to execute a professional services agreement with Townsend Public Affairs for state legislative advocacy services in an amount not to exceed \$60,000 for a 12-month period. 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. 2022-3207**

- 4.3 Authorize General Manager to Execute a Professional Services Agreement with Engineering Solutions Services, Inc. for Grant and Loan Application Consulting Services in an Amount Not to Exceed \$50,000 for a 12-Month Period

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Valley Sanitary District has several projects identified in its 20-year Capital Improvement Plan that may qualify for grants, loans, or other funding opportunities. Engineering Solutions Services, Inc. (ESS) has successfully assisted Coachella Valley water and wastewater agencies in applying for grants, loans, and special funding opportunities. Staff worked with ESS to help with the grant and loan applications to the Bureau of Reclamation Title XVI and the Clean Water State Revolving Fund programs for the past two years and recommended continuing that relationship for Fiscal Year 2022-23.

**ACTION TAKEN:**

**MOTION:**

Secretary/Treasurer Coleman motioned to authorize the General Manager to execute a contract with Engineering Solutions Services for as-needed grant and loan application consulting services in an amount not to exceed \$50,000 for a 12-month period. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3208**

- 4.4 Authorize General Manager to Execute Supplement #1 to the Memorandum of Understanding for the Coachella Valley Salt and Nutrient Management Plan

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In November 2020, the Board authorized the General Manager to sign the Coachella Valley Salt and Nutrient Management Plan Memorandum of Understanding to formalize an agreement between the eight agencies that agreed to work on developing a Salt and Nutrient Management Plan (SNMP) for the Coachella Valley. The SNMP will set standards on the water quality that is surface spread and injected into the groundwater. This includes recycled water and will affect VSD's reclaimed water project. This First Supplement to the CV SNMP MOU is to provide for implementing the completed SNMP Development Workplan. West Yost was selected through an RFP process and collaboration by the eight agencies. A contract between Coachella Valley Water District and West Yost will be entered

into for a not to exceed the value of \$2,684,212, including a 5% contingency. CVWD will review and pay the invoices of West Yost and, in return, invoice the other seven agencies at the percentage listed in the First Supplement. The contract of West Yost will be the completion of the SNMP Development Workplan and the approval by the Regional Board of that plan.

**ACTION TAKEN:**

**MOTION:** Director Duran motioned to authorize the General Manager to sign the First Supplement to the Coachella Valley Salt and Nutrient Management Plan Memorandum of Understanding on behalf of the Valley Sanitary District. 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. 2022-3209**

- 4.5 Authorize General Manager to Execute Task Order Amendment #3 to Task Order No. 19-03 with Stantec Inc. for Additional Project Management & Inspection Services for a Total Not to Exceed Amount of \$27,216

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On December 10, 2019, the Board authorized the General Manager to enter into a contract with Stantec to be the Owner's Representative and assist in the procurement process for the Influent Pump Station Rehabilitation Project for a not to exceed fee of \$387,131. On March 4, 2020, the Board approved Amendment #1 for \$15,372 to comply with the legal requirements of selecting a design-build team, which required both an RFQ and an RFP process. The General Manager approved Amendment # 2 in March 2022 for \$8,608 for a geotechnical review of the design-build team's design for a new concrete pad on compacted soil that needed to be installed for the project. Amendment #3 is required for additional construction management and inspection services for a not to exceed amount of \$27,216. The original task order was approved 2.5 years ago but needed to be updated.

**ACTION TAKEN:**

**MOTION:** Director Duran motioned to authorize the General Manager to execute Amendment #3 to Task Order No. 19-03 with Stantec Inc. for a not to exceed amount of \$27,216. 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. 2022-3210**

- 4.6 Discuss Proposed Compensation Rate for Directors of the Valley Sanitary District Board and Set Public Hearing Date

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After discussion, the Board decided not to increase the compensation rate for the Valley Sanitary District Board of Directors. The rate will remain at \$300 per meeting. The Board directed staff to look

into the maximum number of meetings allowed per month to see if there has been an increase from the current six allowed.

#### 4.7 Discuss Proposals for a Health and Wellness Program and Provide Direction

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Public comment was given by Dr. Bruce Underwood of Healthy Futures, Inc.

On April 1, 2022, the District released a Request for Proposals (RFP) for an Employee Health and Wellness Program. The District solicited proposals for a consulting and wellness firm to develop a wellness program for District employees. The consulting or wellness firm will possess expertise and experience in implementing agency-specific wellness programs that promote healthy behaviors. The District received four digital (4) proposals and one (1) hard copy proposal. Only the four (4) digital submissions were reviewed by the selection committee. Staff requested direction from the Board of Directors regarding the eligibility for consideration for the hard copy proposal. Legal counsel has reviewed this matter and has offered three (3) possible options for the Board of Directors to consider; award the contract to the highest-scoring proposal that was reviewed by the committee and reject the hard copy proposal, allow the hard copy proposal to be submitted and reviewed by the scoring committee, or reject all proposals and create a new RFP. Legal counsel has determined that rejecting all proposals and creating a new RFP has the lowest risk to the District.

#### **ACTION TAKEN:**

##### **MOTION:**

Vice President Caner motioned to reject all proposals and for staff to create a new Request for Proposals for an Employee Health and Wellness Program. Director Duran seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Duran, Sear, Teague  
NOES: Coleman

**MINUTE ORDER NO. 2022-3211**

#### **5. GENERAL MANAGER'S ITEMS - None**

#### **6. COMMITTEE REPORTS**

##### 6.1 Community Engagement Committee Special Meeting – June 9, 2022

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President Scott Seat and Vice President Debra Canero reported on the Community Engagement Committee Special Meeting held on June 9, 2022. The committee discussed state legislative advocacy services, an update from CV Strategies, an email from the City of Indio to give regular updates to the City Council, and the Coachella Valley History Museum Día de Los Muertos Event.

#### **7. DIRECTOR'S ITEMS**

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Vice President Canero attended the VSD Employee Appreciation Luncheon and stated that it was a very nice event and had a good time.

## **8. INFORMATIONAL ITEMS**

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Due to the Director's attendance at the CASA Conference and the CSDA Conference, both board meetings in August need to be rescheduled.

## **9. PUBLIC COMMENT - None**

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

President Sear called for a short recess at 2:35 p.m. The Board of Directors reconvened at 2:45 p.m. Roll call was taken, and all Directors were present.

## **10. CONVENE IN CLOSED SESSION**

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

### **10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957(b)(1)

Title: General Manager

### **10.2 LABOR NEGOTIATIONS**

Pursuant to Government Code Section 54957.6

Title: General Manager

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The Board adjourned to Closed Session at 2:46 p.m.

## **11. CONVENE IN OPEN SESSION**

*Report out on Closed Session items*

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The Board reconvened in open session at 3:18 p.m. Legal counsel stated nothing to report.

## **12. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 3:20 p.m. The next regular Board meeting will be on July 12, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District