

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

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, October 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.

**2. ROLL CALL**

Directors Present:

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

Staff Present:

Beverli Marshall, Holly Gould, Jeanette Juarez, Ron Buchwald, Anna Bell, Ivan Monroy, Tino Tijerina, Daniel Mills, Bob Hargreaves, Best Best & Krieger

**3. PLEDGE OF ALLEGIANCE**

**4. OCTOBER EMPLOYEE ANNIVERSARIES**

- Holly Gould, Clerk of the Board – 13 years
- Grant Fournier, Collection System Technician II – 3 years

---

The Board thanked Holly and Grant for their hard work and dedication to the District.

**5. PUBLIC COMMENT**

*Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item or any item not appearing on the agenda.*

---

None.

**6. CONSENT CALENDAR**

6.1 Approve Minutes for September 27, 2022, Regular Meeting

6.2 Approve Warrants for October 11, 2022

---

**ACTION TAKEN:**

**MOTION:** Secretary/Treasurer Coleman 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. 2022-3236**

**7. NON-HEARING ITEMS**

- 7.1 Authorize the General Manager to Issue a Purchase Order to Flo-Systems Inc. for the Purchase of Two Replacement Primary Scum Sump Pumps in an Amount Not to Exceed \$67,200

---

Both primary scum sump pumps were installed in 2013 and have reached their useful service life. Both pumps have had repairs done since installation for different reasons. Staff recommends replacing both pumps with exact duplicates to avoid the time and cost of reconfiguring the system below the surface. This will be a single/sole source purchase from Flo-Systems, Inc.

**ACTION TAKEN:**

**MOTION:** Director Teague motioned to authorize the General Manager to issue a purchase order to Flo-Systems Inc. for the purchase of two replacement Primary Scum Sump Pumps in an amount not to exceed \$67,200. 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. 2022-3237**

- 7.2 Authorize the General Manager to Issue a Purchase Order to Xylem for the Purchase of Two Submersible Drain Pumps in an Amount Not to Exceed \$30,055

---

The drainage pumps were installed in 2013 and have reached their useful service life. The pumps transfer drainage water collected from the belt filter press and all other sump areas for equipment installed during the ASP expansion. Since the pumps are equipped with moisture and leak detection, staff recommends replacing them with the same make and model to avoid rewiring the safety features. Replacement of these drainage pumps is included in the FY 2022-23 Capital Improvement Budget. Due to the wiring of the safety features, this will be a sole source purchase from Xylem.

**ACTION TAKEN:**

**MOTION:** Vice President Canero motioned to authorize the General Manager to issue a purchase order to Xylem for the purchase of two Submersible Drain Pumps in an amount not to exceed \$30,055. Director Duran seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3238**

- 7.3 Authorize the General Manager to Execute an Amendment to the Professional Services Contract with Advanced Resources for Temporary Laboratory Staffing for \$16,368

---

The Laboratory Department is requesting that the contract services for the temporary laboratory staffing be extended due to staffing shortages and the ongoing progression of projects and to provide ample time to evaluate the request for an additional full-time employee (FTE).

**ACTION TAKEN:**

**MOTION:** Secretary/Treasurer Coleman motioned to authorize the General Manager to execute an amendment to the Professional Services Contract with Advanced Resources for Temporary Laboratory Staffing for \$16,368. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3239**

- 7.4 Authorize the General Manager to Execute a Five-Year Contract with Promium, LLC, for the Purchase and Implementation of a Laboratory Information Management System (LIMS) in an Amount Not to Exceed \$105,156

---

The goal of purchasing a Laboratory Information Management System (LIMS) software is to improve the efficiency of collecting, tracking, and reporting samples in-house and those subcontracted to another laboratory to better comply with national accreditation standards (TNI). On April 8, 2022, five (5) proposals were received in response to the Request for Proposal (RFP) for LIMS software. Proposals were distributed to the approved selection committee members. Each member reviewed the proposals individually, following the evaluation method and criteria outlined in the RFP. The selection committee shortlisted two (2) firms to provide software demonstrations held remotely. Afterward, the final selection committee meeting was held, where the members met to discuss their evaluations of the vendors. According to the evaluation scores, the committee determined that Promium, LLC represents the best option for LIMS software.

**ACTION TAKEN:**

**MOTION:** Secretary/Treasurer Coleman motioned to authorize the General Manager to execute a five-year contract with Promium, LLC, for purchasing and implementing a Laboratory Information Management System (LIMS) in an amount not to exceed \$105,156. 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. 2022-3240**

7.5 Amend the Authorized Positions to Include an Additional Full-Time Laboratory Technician and Authorize Funding for the Position

With the upcoming implementation of the Laboratory Information Management System (LIMS), ELAP-TNI certification renewal compliance requirements, additional sampling, and redundancy for the Environmental Compliance Technician, it has become clear that the Laboratory and Compliance Department needs another staff member. The added support will allow schedule flexibility for additional programs and events like wastewater surveillance, outreach programs, and attending conferences, reducing the need for assistance from the Operations Department. The additional member will also create more flexibility for trained staff that can function in the capability of the laboratory or the pretreatment program. The Fiscal Year 2022-23 fiscal impact is approximately \$ 81,378. The District will help offset the cost by \$31,200 by utilizing the stipend provided by the Verily WastewaterSCAN program. Anna Bell, Laboratory & Compliance Supervisor, gave a presentation to the Committee detailing the departmental and District need for additional support.

**ACTION TAKEN:**

**MOTION:** Secretary/Treasurer Coleman motioned to amend the authorized positions to Include an additional full-time Laboratory Technician and authorize funding for the position. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3241**

7.6 Authorize the General Manager to Execute a Purchase Order for the Purchase of a 500-Kilowatt Caterpillar Generator and Transfer Switch in an Amount Not to Exceed \$191,546

Generator #1 was a natural gas-fired unit that had been in service since 1965 and was used to power the District House and the New Influent Pump Station. The generator was removed from service in 2015 during the demolition of the original Main Office/ Lab and Trickling Filter Influent Pump Station project. Plans were made to replace the aging unit with a diesel generator and install it near the Influent Pump Station. The estimated delivery time is 18-22 months. The replacement generator is included on the vehicle and equipment replacement list for Fiscal Year 2022-23.

**ACTION TAKEN:**

**MOTION:** Director Duran motioned to authorize the General Manager to execute a purchase order for a 500-Kilowatt Caterpillar Generator and Transfer Switch in an amount not to exceed \$191,546. Vice President Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3242**

7.7 Discuss Proposal Received from NBS to Perform a Sewer Rate Study Update and Expanded Connection and Capacity Fee Study and Provide Direction

---

Jeanette Juarez, Chief Administrative Officer, gave a presentation to the Board. She stated that on April 19, 2022, staff presented the fiscal year 2022/23 proposed budget with changes that impacted the financial plan. The changes were significant in that they impacted the fiscal year 2021/22 rate study and fee schedule. The changes were primarily Capital Improvement Project (CIP) driven. The budgetary shortfall is due to inflationary costs, debt service requirements, and regulatory requirements impacting the capital improvement prioritization Valley Sanitary District schedule. Projects are being delayed or postponed, which will only increase the cost of completing these already urgent projects in the long term. Updating the rate study will allow ample time for the Board to review an updated financial plan and meet Proposition 218 notice requirements should the Board of Directors deem it necessary to adjust the rate schedule. After discussion, the Board instructed staff to bring the NBS proposal as an action item to the next meeting on October 25, 2022.

8. **GENERAL MANAGER'S ITEMS**

8.1 Monthly General Manager's Report – August 2022

---

None.

9. **COMMITTEE REPORTS**

9.1 Operations Committee Meeting – October 4, 2022

---

Ron Buchwald, District Engineer, gave an overview of the Operations Committee meeting held on October 4, 2022. The Committee received an update on the Influent Pump Station, Collection System Rehabilitation and Replacement Downtown project, and Recycled Water Project – Phase 1. The Committee also discussed the need for an additional Laboratory Technician and the upcoming Vactor purchase.

10. **DIRECTOR'S ITEMS**

---

Ron Buchwald gave an update on the Health and Wellness RPF. He informed the Board that the proposals are due October 14 and then would go through the scoring process. The proposal with the highest score will be brought before the Board in November. Secretary/Treasurer Coleman informed the Board that he had received a spam email posing as board member, so to be cautious of that. President Sear received a text from a public member complimenting VSD and the outstanding service provided by District staff.

11. **INFORMATIONAL ITEMS**

Beverli Marshall reminded the Board of the upcoming events, the COD State of the College Luncheon on October 26, 2022, and the Dia de Los Muertos at CV History Museum on November 5, 2022.

**12. PUBLIC COMMENT**

Please notify the Clerk of the Board in advance of the meeting if you wish to speak on an item to be discussed in Closed Session.

---

None.

**President Sear called for a short recess at 3:12 p.m. The Board of Directors reconvened at 3:17 p.m. Roll call was taken, and all Directors were present.**

**13. CONVENE IN CLOSED SESSION**

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

**13.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

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

Title: General Manager

---

The Board adjourned to Closed Session at 3:17 p.m.

**14. CONVENE IN OPEN SESSION**

Report out on Closed Session items

---

The Board reconvened in open session at 3:30 p.m. President Sear stated nothing to report.

**15. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 3:31 p.m. The next regular Board meeting will be on October 25, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District