

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

July 11, 2023

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, July 11, 2023, at 45-500 Van Buren St., Indio, CA 92201.

1. CALL TO ORDER

President Canero called the meeting to order at 1:00 p.m.

2. ROLL CALL

Directors Present:

Debra Canero, Mike Duran, Scott Sear, William Teague

Directors Absent:

Jacky Barnum

Staff Present:

Jason Dafforn, General Manager; Ron Buchwald, District Engineer; Jeanette Juarez, Chief Administrative Officer; Holly Gould, Clerk of the Board; Tino Tijerina, Facility Maintenance Supervisor; Adrian Contreras, Assistant Engineer; Ed Luna, Maintenance Technician III; Matthew Pittelli, Electrical Instrumentation Technician II; Diego Rivera, Collection System Technician I; and Craig Hayes, Best Best & Krieger

3. PLEDGE OF ALLEGIANCE

4. JULY EMPLOYEE ANNIVERSARIES

- Adrian Contreras, Assistant Engineer – 7 years
- Jeanette Juarez, Chief Administrative Officer – 3 years
- Ray Marroquin, Maintenance Technician II – 2 years
- Matthew Pittelli, Electrical Instrumentation Technician II – 2 years
- Diego Rivera, Collection Systems Technician I – 1 year

The Board of Directors recognized and thanked Adrian, Jeanette, Ray, Matthew, and Diego for their hard work and years of service to the District.

5. PUBLIC COMMENT - None

6. CONSENT CALENDAR

- 6.1 Approve the Minutes for the Board of Directors Regular Meeting held June 27, 2023
 - 6.2 Approve Warrants for July 11, 2023
 - 6.3 Authorize Reimburse Cost of Moving Expenses for General Manager per Terms of the Employment Contract
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ACTION TAKEN:

MOTION: Vice President Duran motioned to approve the consent calendar as presented. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Duran, Sear, Teague
NOES: None
ABSENT: Barnum
MINUTE ORDER NO. 2023-3313

7. NON-HEARING ITEMS

- 7.1 Authorize General Manager to Execute a Five (5) Year Contract with California Boiler to Provide Annual Preventative Maintenance and Semi-Annual Tune-Up for (1) Hurst Boiler for an Amount Not to Exceed \$52,992.50

The service agreement from California Boiler includes biannual maintenance to ensure compliance with all South Coast Air Quality Management District (SCAQMD) requirements. The preventive maintenance and annual inspection programs are tailored to monitor the District's boiler systems periodically to ensure minimal downtime and maximum operating efficiency. The proposal also includes a Planned Preventive Maintenance (PPM) service incorporating all required system monitoring and key maintenance service checkpoints. California Boiler's PPM system ensures the long-term efficiency and reliability of the District's boiler system, which includes annual internal and external inspections of the system, quarterly external inspections of the system with emissions monitors, and discounts on parts and select system upgrades. This is a specialized service that necessitates a sole source procurement.

ACTION TAKEN:

MOTION: Director Teague motioned to authorize General Manager to execute a five (5) year contract with California Boiler to provide annual preventative maintenance and semi-annual tune-up for (1) Hurst boiler for an amount not to exceed \$52,992.50. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Duran, Sear, Teague

NOES: None

ABSENT: Barnum

MINUTE ORDER NO. 2023-3314

7.2 Authorize Specific Directors to Attend the California Association of Sanitation Agencies (CASA) 2023 Annual Conference in San Diego and Reimburse Related Expenses

Staff recommends that the Board of Directors authorize President Debra Canero, Vice President Mike Duran, and Director Jacky Barnum to attend the CASA 2023 Annual Conference on August 9-11, 2023, in San Diego, California, and the reimbursement of related expenses. This year's conference will feature speakers and panels that focus on how wastewater agencies are adapting to new challenges, including ways to attract and retain workers in the coming years, significant changes in how biosolids are managed, and strategies for addressing the more extreme cycles of heavy rain followed by extended drought. Committee leaders and technical track speakers will be there to provide all the latest information on legislative and regulatory proposals that will impact sanitation agencies.

ACTION TAKEN:

MOTION:

Vice President Duran motioned to authorize specific Direction to attend the California Association of Sanitation Agencies (CASA) 2023 Annual Conference in San Diego and Reimburse Related Expenses. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

ABSENT: Barnum

MINUTE ORDER NO. 2023-3315

7.3 Authorize the Slate of Candidates for the California Association of Sanitary Agencies (CASA) Board of Directors and Authorize General Manager to Cast the Vote for the Annual Dues Resolution for Fiscal Year 2023/24

CASA will hold its annual business meeting during the August 9-11, 2023, Annual Conference. Members will be asked to approve a slate of four nominees for the open seats on the Board of Directors. The Directors will serve three-year terms. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are Roger Bailey, Central Contra Costa Sanitary District; Craig Murray, Carpinteria Sanitary District; Melissa Thorne, Santa Lucia Preserve Community Services District; and Scott Goldman, South Coast Water District. Members will also vote on the resolution for annual dues. The annual dues for 2023/24 have increased by 3%.

ACTION TAKEN:

MOTION:

Secretary/Treasurer Sear motioned to authorize the slate of candidates for the California Association of Sanitary Agencies (CASA) Board of Directors and authorize the General Manager to cast the vote for the annual dues resolution for

Fiscal Year 2023/24. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

ABSENT: Barnum

MINUTE ORDER NO. 2023-3316

- 7.4 Authorize General Manager to Execute a One-Year Contract Extension with Innovative Federal Strategies to Advocate Wastewater and Recycled Water-Related Legislation and Policies in Washington D.C. in an Amount Not to Exceed \$83,000

Innovative Federal Strategies (IFS) provides advocacy services in Washington, D.C., on behalf of Valley Sanitary District. On August 1, 2022, the Board approved an amendment to the contract by executing a one-year extension that expires on July 31, 2023. Staff contacted IFS for an updated scope and cost of services for the fiscal year 2023/24. They proposed a slight increase of \$3,500 or 4.4%, which is in line with the inflation of other goods and services, for a total not to exceed cost of \$83,000.

ACTION TAKEN:

MOTION:

Secretary/Treasurer Sear motioned to authorize General Manager to execute a one-year contract extension with Innovative Federal Strategies to advocate wastewater and recycled water-related legislation and policies in Washington D.C. for an amount not to exceed \$83,000. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

ABSENT: Barnum

MINUTE ORDER NO. 2023-3317

- 7.5 Authorize the General Manager to Execute an Agreement with Underground Services Alert of Southern California (Dig Alert)

Underground Service Alert of Southern California (Dig Alert) is a nonprofit corporation organized under the State of California which operates a regional notification center to facilitate notice to members with underground utilities of proposed excavation(s). Dig Alert has updated its membership agreement and by-laws to reflect changes in types of communication and use of social media. Dig Alert has requested that all members sign this new agreement. VSD's Legal Counsel has reviewed this agreement and has no issues.

ACTION TAKEN:

MOTION:

Vice President Duran motioned to authorize the General Manager to execute an agreement with Underground Services Alert of Southern California (Dig Alert). Director Teague seconded the motion. Motion carried by the following vote:

AYES: Canero, Duran, Sear, Teague

NOES: None
ABSENT: Barnum
MINUTE ORDER NO. 2023-3318

- 7.6 Inform the Board of Directors of a Billing Error that Occurred in 2008 with an Estimated Revenue Loss to Date of \$68,955

In 2008, a developer submitted plans for a new laundry mat to be constructed in four suites of a strip mall at 81-106 Highway 111. Plans were reviewed, approved, and the additional 17 EDUs of capacity needed were paid for, totaling \$62,213. Once completed, the project was signed off by VSD in 2008. After an audit of this location, it was determined that the 17 EDUs were never added to the Riverside County tax roll to collect the annual sewer use fees. The estimated lost revenue over the past 14 years is \$68,955. Legal Counsel informed the Board that the statute of limitations would only allow to go back three years to collect fees. It was the consensus of the Board to forgive the past amount due and add the 17 EDUs to the tax rolls this year and collect the sewer use fees moving forward.

ACTION TAKEN:

MOTION: Vice President Duran motioned to. Secretary/Treasurer Sear seconded the motion. Motion carried by the following vote:
AYES: Canero, Duran, Sear, Teague
NOES: None
ABSENT: Barnum
MINUTE ORDER NO. 2023-3319

8. GENERAL MANAGER'S ITEMS

- 8.1 Receive Monthly General Managers Report for June 2023

Jason Dafforn, General Manager, informed the Board that August 8, 2023's board meeting is on a travel day for the CASA Conference. The Board will decide whether to cancel the meeting at the July 25 meeting. Mr. Dafforn stated that he met with Gloria Fanz from the Coachella Valley History Museum and toured the District exhibit at the museum. The exhibit is complete, and staff is working on the pamphlet that will accompany it.

9. DIRECTOR'S ITEMS

Director Teague informed the Board that he will not seek re-election after his term expires in 2024. President Canero reminded the Directors to complete their cyber-security training and be on alert for suspicious emails, calls, and texts.

10. INFORMATIONAL ITEMS

Employee Recognition Luncheon is on July 19, 2023, at 11:00 a.m. at Valley Sanitary District.

11. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:07 p.m. The next regular Board meeting will be on July 25, 2023.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District