

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
October 10, 2023**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, October 10, 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:

Jacky Barnum, Debra Canero, Mike Duran, Scott Sear, William Teague

Staff Present:

Jason Dafforn, General Manager; Jeanette Juarez, Chief Administrative Officer; Dave Commons, Chief Operating Officer; Ron Buchwald, District Engineer; Tino Tijerina, Facility Maintenance Supervisor; Holly Gould, Clerk of the Board; and Craig Hayes, Best Best & Krieger

3. PLEDGE OF ALLEGIANCE

4. PRESENTATION

- Charles Metcalf, College of the Desert Student – The Great Alumni Hunt

5. OCTOBER EMPLOYEE ANNIVERSARIES

- Holly Gould, Clerk of the Board – 14 years

The Board of Directors thanked Holly for her hard work and years of service to the District.

6. PUBLIC COMMENT - None

7. CONSENT CALENDAR

7.1 Approve the Minutes for the Board of Directors Regular Meeting held September 26, 2023

7.2 Approve Warrants for October 10, 2023

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: Barnum, Canero, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2023-3332

8. NON-HEARING ITEMS

8.1 Authorize the General Manager to Approve the Rebuild of Influent Pump #5

Influent pump #5 failed to operate under normal conditions. Staff removed the pump and requested Xylem to investigate. Upon disassembly, Xylem determined the pump had extensive water damage and confirmed that a complete rebuild would be required. The cost to rebuild influent plump #5 is \$30,070.60.

ACTION TAKEN:

MOTION: Vice President Duran motioned to approve the rebuild of influent pump #5 for an amount of \$30,070.60. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Barnum, Canero, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2023-3333

8.2 Authorize the General Manager to Execute a One-Year Contract for Social Media and Public Relations Services for \$116,931

On August 1, 2023, a Request for Proposals (RFP) was issued for Social Media and Public Relations Services. Seven proposals were received by the posted deadline; two did not submit all the required information and were considered non-responsive and removed from the review process. Five properly submitted proposals were then sent to a panel for review and scoring. The proposals were evaluated utilizing a 100-point scoring system. The top two firms were invited to participate in a panel interview, including a presentation and a question-and-answer session. Staff were able to identify the best firm to recommend to the Board of Directors to award a contract. Staff recommends the Board of Directors approve a 1-year contract for social media and public relations services with Ardurra Group, Inc. for \$116,931 and authorize the General Manager to execute the agreement.

ACTION TAKEN:

MOTION: Vice President Duran motioned to authorize the General Manager to execute a one-year contract with Ardurra Group, Inc. for Social Media and Public Relations Services for \$116,931. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Barnum, Canero, Duran, Sear, Teague
NOES: None

MINUTE ORDER NO. 2023-3334

- 8.3 Authorize the General Manager to Execute a One-Year Contract for Landscape and Lawn Care Services for an Amount Not to Exceed \$19,896.36

On August 16, 2023, a Request for Proposals (RFP) was issued for Landscape and Lawn Care Services. Five proposals were received. The proposals were evaluated to ensure all the required information/documentation was submitted correctly. The proposals were sent to a panel for review and scoring. The proposals were evaluated utilizing a 100-point scoring system. Based on the panel review and scoring, Mariposa Landscapes, Inc. submitted the most complete and accurate proposal.

ACTION TAKEN:

MOTION:

Director Barnum motioned to authorize the General Manager to execute a one-year contract with Mariposa Landscapes, Inc. for Landscape and Lawn Care Services for \$19,896.36. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2023-3335

- 8.4 Authorize the General Manager to Execute a One-Year Contract for Janitorial Services for an Amount Not to Exceed \$39,777.84

On August 16, 2023, a Request for Proposals (RFP) was issued for Janitorial Services. Seven proposals were received. The proposals were evaluated to ensure all the required information/documentation was submitted correctly. The proposals were sent to a panel for review and scoring. The proposals were evaluated utilizing a 100-point scoring system. Based on the panel review and scoring, Merchant Building Maintenance, Inc. submitted the most complete and accurate proposal.

ACTION TAKEN:

MOTION:

Secretary/Treasurer Sear motioned to authorize the General Manager to execute a one-year contract with Merchant Building Maintenance, Inc. for Janitorial Services for \$39,777.84. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2023-3336

- 8.5 Authorize General Manager to Execute Amendment #1 to a Professional Services Agreement with Soffa for Third Party Review of SCADA and PLC Plans as Provided by the Schnieder Electric Team for the Recycled Water Project – Phase 1

The Supervisory Control and Data Acquisition (SCADA) system allows for remote monitoring and control of the treatment equipment to ensure proper and continued operations. To ensure that the proposed SCADA and PLC upgrades as part of the Recycled Water Project – Phase 1 include the appropriate components to integrate the new system with the existing system, the services of a third-party expert are needed. The District currently has a SCADA firm providing these technical services. Staff has asked Soffa (formerly Trimax) to provide a quote for the as-needed plan check and inspection needs. Trimax (now Soffa) has been the primary consultant for our SCADA system for several years and is responsible for most of VSD's SCADA system upgrades. Staff recommends the authorization to execute this amendment #1 to the Professionals Services Contract with Soffa for an amount not to exceed \$40,000.

ACTION TAKEN:

MOTION: Director Teague motioned to authorize the General Manager to execute Amendment #1 to a Professional Services Agreement with Soffa for third-party review of SCADA and PLC plans as provided by Scheider Electric Team for an amount not to exceed \$40,000. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2023-3337

- 8.6 Authorize Specific Directors to Attend the SCDA Special District Leadership Academy in Sonoma, California, and Reimburse Related Expenses and Cancel the Board Meeting of October 24, 2023

Staff recommends that the Board of Directors authorize President Debra Canero, Secretary/Treasurer Sear, and Director Jacky Barnum to attend the CSDA Special District Leadership Academy (SDLA) on October 22-25, 2023, in Sonoma, California, and the reimbursement of related expenses. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for new and experienced special district board members. Due to a lack of quorum, the Board Meeting scheduled for October 24, 2023, will need to be canceled.

ACTION TAKEN:

MOTION: Vice President Duran motioned to authorize President Debra Canero, Secretary/Treasurer Scott Sear, and Director Jacky Barnum to attend the CSDA Special District Leadership Academy on October 22-25, 2023, in Sonoma, California, and the reimbursement of related expenses, and cancel the Board Meeting for October 24, 2023. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2023-3338

The Board of Directors voted to add action items 8.7 and 8.8 to the agenda.

ACTION TAKEN:

MOTION: Vice President Duran motioned to add action items 8.7 to 8.8 to the agenda. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Barnum, Canero, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2023-3339

8.7 Authorize the Board President to Sign a Letter of Support for Indio Water Authority's (IWA) Water Strategy Project

The IWA Water Strategy Project seeks to fund the development of a comprehensive plan for Chromium-6 removal using stannous chloride and a stannous chloride treatment pilot project. Removing Chromium-6 from drinking supplies in Indio and the Coachella Valley at large is a top priority for both IWA and Valley Sanitary District, as this contaminant can cause adverse health impacts.

ACTION TAKEN:

MOTION: Vice President Duran motioned to authorize the Board President to sign a Letter of Support for Indio Water Authority's Water Strategy Project. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:
AYES: Barnum, Canero, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2023-3340

8.8 Authorize the Board President to Sign a Letter of Support for Coachella Valley Water District's (CVWD) WaterSMART Drought Response Program: Drought Resiliency Projects Funding Opportunity for Fiscal Year 2024 for the Development of the Indio Subbasin Water Quality Model for the Coachella Valley Salt and Nutrient Management Plan

Valley Sanitary District is one of eight Coachella Valley water and wastewater agencies collaborating with CVWD to update the Coachella Valley Salt and Nutrient Management Plan (CV-SNMP), collectively, CV-SNMP Agencies. This Project is vital to developing an updated CV-SNMP, which will support the continued development of recycled water, management of salts and nutrients from all sources, including Colorado River water used to replenish the groundwater basin, and protection of groundwater resources for future generations.

ACTION TAKEN:

MOTION: Vice President Duran motioned to authorize the Board President to sign a Letter of Support for Coachella Valley Water District's (CVWD) WaterSMART Drought Response Program: Drought Resiliency Projects Funding Opportunity for Fiscal Year 2024 Grant Application. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2023-3341

9. GENERAL MANAGER'S ITEMS

9.1 Receive Monthly General Managers Report for September 2023

Jason Dafforn, General Manager, updated the Board on the Requa Avenue subsidence. The Staff has met with all parties involved, including the geotechnical team and the repairs are progressing. The District will utilize GRBCON to make the repairs. This item will be brought back to the Board after completion as a change order. Mr. Dafforn informed the Board of upcoming events. On November 2 is the Coachella State of the City at Veterans Memorial Park in Coachella from 8:00-10:00 a.m. On November 4 is the Dia De Los Muertos Event at the Coachella Valley History Museum from 5:00-9:00 p.m. On November 9, the District is participating in the Indio State of the City as a Title Sponsor. The District will also have a table at the Expo. This event is at Fantasy Springs Casino from 10:30 a.m. to 1:00 p.m. The District will participate in The Great Shake Out, a statewide earthquake drill, on October 19. The District participated in the National Night Out hosted by the Indio Police Department. Mr. Dafforn thanked the Board for the opportunity to participate in the event and thanked Staff for their hard work in making it happen. The District currently has a Collection System Technician position open. The job posting will close on October 31, 2023.

8. COMMITTEE REPORTS

8.1 Draft Minutes of the Operations Committee Meeting – October 3, 2023

Chairperson Jacky Barnum gave an update on the October 3, 2023 Operations Committee meeting. Mario Luna, Laboratory Technician II, gave a presentation on laboratory calibration and verification practices. The committee also received an update on the Lystek Biosolids project and the updated sewer rate model.

9. DIRECTOR'S ITEMS

The Board of Directors thanked staff members Diego Rivera, Carlos Acevedo, Nick Castaneda, Branden Rodriguez, and Holly Gould for volunteering at the National Night Out event.

10. INFORMATIONAL ITEMS

11. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:06 p.m. The next regular Board meeting will be on November 14, 2023.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District