

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
November 14, 2023**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, November 14, 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; Anna Bell, Lab & Environmental Compliance Supervisor; Mario Luna, Laboratory Technician II; Mark Wiseman, Wastewater Operator II; Karen Hopper, Accounting Analyst; Branden Rodriguez, Administrative Assistant; Holly Gould, Clerk of the Board; and Craig Hayes, Best Best & Krieger

3. PLEDGE OF ALLEGIANCE

4. NOVEMBER EMPLOYEE ANNIVERSARIES

- Mark Wiseman, Wastewater Operator II – 3 years
- Dave Commons, Chief Operating Officer – 2 years
- Mario Luna, Laboratory Technician II – 1 year

The Board of Directors thanked Mark, Dave, and Mario for their hard work and years of service to the District.

5. PRESENTATION

5.1 Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ending June 30, 2022

The Certificate of Achievement (COA) is a prestigious national award representing the highest recognition in governmental accounting and financial reporting. Receiving the COA can only be

accomplished upon completing an easily readable and efficiently organized Annual Comprehensive Financial Report (ACFR). The District has achieved this recognition for ten (10) consecutive years. In addition, these awards are presented to individuals designated by the agency as primarily responsible for having earned the certificate. The Administration Department worked to compile the award-winning ACFR by gathering the required information and statistical data related to District operation for the past eleven years, coordinating and preparing the report content, and ensuring that the report fully complied with rigorous GFOA standards. The COA was presented to Karen Hopper, Branden Rodriguez, and Jeanette Juarez this year. The Board presented Karen, Branden, and Jeanette with their awards and thanked them for their hard work.

6. PUBLIC COMMENT - None

7. CONSENT CALENDAR

- 7.1 Approve the Minutes for the Board of Directors Regular Meeting held October 10, 2023
 - 7.2 Approve Warrants for November 14, 2023
 - 7.3 Credit Card Report for the Period Ending September 30, 2023
 - 7.4 Monthly Financial Report for the Period Ending September 30, 2023
 - 7.5 Monthly Investment Report for the Period Ending September 30, 2023
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ACTION TAKEN:

MOTION: Director Teague motioned to approve the consent calendar as presented. Vice President Duran seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2023-3342

8. NON-HEARING ITEMS

- 8.1 Award of Contract for Bulk Chemical Delivery to Univar Solutions USA, Inc. for a One-Year Term Plus Two (2) Option Years with an Initial Cost for Year One in an Amount Not to Exceed \$551,335

On August 15, 2023, a Request for Proposals (RFP) was issued for Bulk Chemical Delivery. Three 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, Univar Solutions USA, Inc. submitted the most complete and accurate proposal. Staff

recommends the Board of Directors approve a 1-year contract plus two option years to Univar Solutions USA, Inc. with an initial cost for year one not to \$551,335 and authorize the General Manager to execute the agreement.

ACTION TAKEN:

MOTION: Vice President Duran motioned to approve a 1-year contract plus two option years to Univar Solutions USA, Inc. with an initial cost for year one not to \$551,335 and authorize the General Manager to execute the agreement. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2023-3343

- 8.2 Award of Contract for Grant Writing Service to Carollo Engineers, Inc. for a One-Year Term Plus Two (2) Option Years with an Initial Cost for Year One in an Amount Not to Exceed \$80,000

On August 15, 2023, a Request for Proposals (RFP) was issued for Grant Writing Services. Five proposals were received. The proposals were evaluated utilizing a 100-point scoring system. Based on the panel review and scoring, Carollo Engineers, Inc. submitted the most complete and accurate proposal. Staff recommends the Board of Directors approve a 1-year contract plus two option years to Carollo Engineers, Inc. with an initial cost for year one not to exceed \$80,00 and authorize the General Manager to execute the agreement.

ACTION TAKEN:

MOTION: Director Teague motioned to approve a 1-year contract plus two option years to Carollo Engineers, Inc. with an initial cost for year one not to exceed \$80,00 and authorize the General Manager to execute the agreement. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2023-3344

- 8.3 Authorize Specific Directors to Attend the California Association of Sanitation Agencies (CASA) 2024 Washington DC Policy Forum and Reimburse Related Expenses

The Board of Directors discussed which members would like to attend the CASA 2024 Washington DC Policy Forum in February 2024.

- 8.4 Authorize Specific Directors to Attend the California Association of Sanitation Agencies (CASA) 2024 Winter Conference in Palm Springs, CA, and Reimburse Related Expenses
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The Board of Directors discussed which members would like to attend the CASA 2024 Winter Conference in January 2024.

- 8.5 Cancel the Regular Board Meeting on Tuesday, December 26, 2023, Due to Its Proximity to the District Observed Holiday
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ACTION TAKEN:

MOTION:

Vice President Duran motioned to cancel the Regular Board Meeting on Tuesday, December 26, 2023, due to its proximity to the district-observed holiday. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2023-3345

- 8.6 Approve Change Order Nos 2-5 for the Indio Downtown District Sewer Improvement Project for a Not to Exceed Cost of \$73,785.94 and Authorize the General Manager to Sign the Change Orders
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The Indio Downtown District Sewer Improvement Project is nearing completion. All major sewer improvements have been completed and awaiting the completion of a small water main replacement and final paving. The work took longer than expected, but the project was a success overall. There were five change orders required. Change Order No. 1 for \$3,678.00, approved on August 8, 2023, adjusted the number and location of manholes to be coated or removed manholes that were already coated. Change Order No. 2 for \$35,250.00 was created to add the asphalt slurry seal to the contract. Change Order No. 3 for \$18,629.70 was for excavating and relocating a sewer manhole. Change Order No. 4 for \$2,275.00 is for additional asphalt for the area behind the Indio Motor Machine Shop. Change Order No. 5 for \$13,953.24 is for delays caused by interfering utilities not shown on the plans. The total cost of all five change orders is \$73,785.94.

ACTION TAKEN:

MOTION:

Director Teague motioned to approve Change Order Nos 2-5 for the Indio Downtown District Sewer Improvement Project for a not to exceed cost of \$73,785.94 and authorize the General Manager to sign the change orders. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2023-3346

- 8.7 Approve Change Order No. 6 for the Indio Downtown District Sewer Improvement Project and Geotechnical Fees for the Emergency Street Repair on Requa Street for a Not to Exceed Cost of \$286,603 and Authorize the General Manager to Sign the Change Order and Pay Invoices
-

Due to a monsoon rain event, five to six sinkholes or subsidence areas appeared on Requa Street along the VSD's Requa Interceptor sewer main. The interceptor sewer main was originally installed in 2016 and 2017 and had passed all the compaction testing; however, these subsidence areas were directly over the sewer main. The District's Collections crew video-inspected the sewer main but found no holes or damage that would cause dirt to get into the sewer main, which would lead to subsidence. Due to the damage that the subsidence could cause to vehicles, Staff requested emergency authorization from the Board President to deploy GRBCon to make the repairs, resulting in Change Order No. 6 for \$272,803. The work was completed in about eight days, and base paving was installed flush with the existing paving to allow the street to be open to traffic. Final paving will occur after the Indio Downtown Sewer Improvement Project by the end of November. The City of Indio required VSD to provide a geotechnical statement stating that the repair method stated above would meet proper compaction. VSD hired Leighton & Associates to provide the letter, geotechnical inspection and compaction testing, and the final geotechnical report for a total estimated cost of \$13,800. The County of Riverside is working with the State of California (Cal-OES) on declaring a local state of emergency for the September 1 monsoonal storm and the damage it caused. The staff has submitted the cost of the Requa Street repair along with Leighton's cost to the County for possible reimbursement. Staff is waiting to hear from the County on this possible reimbursement.

ACTION TAKEN:

MOTION:

Vice President Duran motioned to approve Change Order No 6 for the Indio Downtown District Sewer Improvement Project and geotechnical fees for the emergency street repair on Requa Street for a not to exceed cost of \$286,603 and authorize the General Manager to sign the change order and pay invoices. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2023-3347

- 8.8 Provide the Board of Directors an Update on the Emergency Repair of the Westward Ho Sewer Siphon and Authorize the General Manager to Reimburse the City of Indio the Amount of \$147,261.97 for Half the Cost of the Emergency Repair (Total Cost to Install Berm is \$294,523.59)

On Sunday, August 20, 2023, Tropical Storm Hilary came through the Coachella Valley, releasing a record amount of rain and flooding several areas throughout the Valley which resulted in a high flow of water in the White Water Storm Channel, which caused VSD's sewer main siphon at Westward Ho to be exposed. On Friday, September 1, another monsoon rain event resulted in more high flows going down the White Water Storm Channel. Although water flows continued to flow over the exposed sewer main siphon, no further damage occurred. Nearly 100 feet of the sewer main was exposed, with large portions of the main hanging in the air with no bottom support. Indio Water Authority (IWA) has a water main adjacent to and about 5 feet north of VSD's sewer main. Both mains were exposed and needed protection. During the week of September 4, the Collections Department worked to fill sandbags and,

along with cement bricks, used them to support the sewer main. However, the sewer main and encasement were still exposed to the environment, which led to concern that this could cause further damage. It was decided with IWA to import sand into the channel and bury both mains to provide the protection needed. IWA took the lead and secured a permit from CVWD to allow a contractor to enter the channel and add sand over the two mains. IWA hired Borden Excavating, Inc. on an emergency basis to perform the work. VSD agreed to reimburse the City of Indio for half the total cost to install the sand berm for a price of \$147,261.97. VSD currently has a permanent repair designed and ready to bid for construction. The Environmental Report has been under review by FEMA for more than 11 months, which has completely stalled progress on the project. VSD staff continues working with Cal-OES to get FEMA to complete their environmental review and authorize the District to proceed with construction.

ACTION TAKEN:

MOTION: Vice President Duran motioned to authorize the General Manager to reimburse the City of Indio for \$147,261.97 for half the cost of the emergency repair to the Westward Ho Sewer Siphon. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2023-3348

9. GENERAL MANAGER'S ITEMS

9.1 Receive Monthly General Managers Report for October 2023

10. COMMITTEE REPORTS

10.1 Draft Minutes of the Budget & Finance Meeting – November 7, 2023

Chairperson Debra Canero gave an update on the Budget & Finance Committee meeting held on November 7, 2023. The Committee received an update on the annual audit and viewed the video presentation that Ardurra put together for the Indio State of the City event.

11. DIRECTOR'S ITEMS

Vice President Duran stated that he received a lot of positive feedback on the District's video that was shown at the Indio State of the City. He also said he was approached regarding the District's legal representation and how often has BB&K's contract been reviewed. Secretary/Treasurer Sear thanked Mr. Dafforn for his presence in the community. He reported that the Mayor of Coachella recognized VSD at their State of the City. He also stated that the staff did great at the Indio State of the City. President Canero applauded the Board for attending more civic events, including the recent Dia De Los Muertos event at the Coachella Valley History Museum. She gave an update on the CSDA Special

Districts Leadership Academy she attended. Secretary/Treasurer Sear congratulated Mr. Dafforn on his appointment to the Desert Recreation Foundation Board of Directors.

12. INFORMATIONAL ITEMS - None

13. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:28 p.m. The next regular Board meeting will be on November 28, 2023.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District