

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

January 9, 2024

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, January 9, 2024, 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

Directors Absent:

Jacky Barnum, William Teague

Staff Present:

Jason Dafforn, General Manager; Ron Buchwald, District Engineer (Zoom); Jeanette Juarez, Chief Administrative Officer; Dave Commons, Chief Operating Officer; Holly Gould, Clerk of the Board; Steve Shepard, Israel Garcia, Branden Rodriguez, Karen Hopper, and Bob Hargreaves, Best Best & Krieger

3. PLEDGE OF ALLEGIANCE

4. JANUARY EMPLOYEE ANNIVERSARIES

- Israel Garcia, Engineering Technician – 2 years

The Board of Directors thanked Israel for his years of service and dedication to the District.

5. PRESENTATIONS

- 5.1 Presentation of Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA)

The District received the Distinguished Budget Presentation Award for the Fiscal Year 2023/24 Budget from the Government Finance Officers Association of the United States and Canada (GFOA). President Canero presented Branden Rodriguez, Karen Hopper, and Jeanette Juarez with the GFOA Certificate of Recognition for Budget Preparation for their hard work in preparing the Fiscal Year 2023/24 Budget. The Board thanked staff for their achievements.

President Canero called for a short recess at 1:16 p.m. The Board of Directors reconvened at 1:26 p.m., and roll call was taken. Directors Canero, Duran, and Sear were present.

6. **PUBLIC COMMENT** - None

7. **CONSENT CALENDAR**

- 7.1 Approve the Minutes for the Board of Directors Regular Meeting held December 12, 2023
 - 7.2 Approve Warrants for January 9, 2024
 - 7.3 Acceptance of Grant Easement for Sewer Main Purposes
 - 7.4 Monthly Credit Card Report for the Period Ending November 30, 2023
 - 7.5 Monthly Investment Report for the Period Ending November 30, 2023
 - 7.6 Monthly Financial Report for the Period Ending November 30, 2023
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ACTION TAKEN:

MOTION: Secretary/Treasurer Sear motioned to approve the consent calendar as presented. Director Duran seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Duran, Sear
NOES: None
MINUTE ORDER NO. 2024-3358

8. **NON-HEARING ITEMS**

- 8.1 Authorize the General Manager to Execute a Contract Amendment to the Contract with Leighton & Associates for Third-Party Inspection Services for the Recycled Water Project – Phase 1 in an Amount Not to Exceed \$143,248

In November 2022, the District entered into a Professional Services Agreement with Leighton & Associates to provide third-party inspection services for the Recycled Water Project - Phase I. Leighton & Associates originally proposed a cost of \$126,800 to which staff added a 20% contingency for a total contract amount of \$152,000. Over the past year, most of the contract amount has been utilized. Leighton & Associates has developed a revised estimated cost to complete the inspection services required for the remainder of the project, which is \$143,248. If additional fees are needed to complete the testing and inspection work, staff will seek authorization from the Board.

ACTION TAKEN:

MOTION:

Director Duran motioned to authorize the General Manager to execute an amendment to the contract with Leighton & Associates for third-party inspection services for the Recycled Water Project – Phase 1 in an amount not to exceed \$143,248. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear

NOES: None

MINUTE ORDER NO. 2024-3359

- 8.2 Authorize the General Manager to Enter Into an Agreement with the County of Riverside Transportation and Land Management Agency for the Adjustment of VSD's Existing Sewer Manholes as Part of the County's Avenue 48 Street Widening Improvement Project

The County of Riverside is developing plans for its Avenue 48 Widening Project. The project will add traffic lanes, new curbs, and sidewalks on Avenue 48, reaching from Van Buren Street to Dillion Road. This project will require the reconstruction of the asphalt pavement, which will need all utilities located within the project boundary to be adjusted to the new grade of the street. A total of nine VSD manholes within the project boundary will need to be raised to grade after the construction of the roadway. The County of Riverside requires utility agencies to pay for raising their facilities to grade. The County provided an estimate for raising the nine VSD manholes to grade and will have their contractor perform the work. The estimated cost is \$3,500.00 per manhole for a total of \$31,500.00. The cost includes administration (15%) and contingency (10%) for a total of \$39,375.

ACTION TAKEN:

MOTION:

Secretary/Treasurer Sear motioned to authorize the General Manager to enter into an agreement with the County of Riverside Transportation and Land Management Agency for the adjustment of VSD's existing sewer manholes as part of the County's Avenue 48 Street Widening Improvement Project at an estimated cost of \$39,375. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear

NOES: None

MINUTE ORDER NO. 2024-3360

- 8.3 Receive and File the Annual Connection Capacity Fee Report

Government Code Section 66013 requires a financial accounting of the transactions dealing with sewer connection capacity fees to be made available to the public. The annual report shows actual values for the 2022/23 fiscal year and estimated values for the 2023/24 fiscal year. Pursuant to Government Code Section 66013, this report is for review purposes only. A copy of this report was mailed to the Desert

Valley Builders Association (DVBA) and the Building Industry Association (BIA) for review and comment. The Board thanked Jeanette for keeping the District transparent.

8.4 Review the Budget Timeline for the Fiscal Year 2024/25

The action for approval and adoption of the annual budget is completed in June each calendar year. In preparation for the fiscal year 2024/25 budget, staff has prepared a budget timeline for the Board to review. The timeline includes deliverable due dates and meeting dates. The timeline will serve as a guide during the upcoming weeks to continue budget discussions and allow for any modifications if needed.

9. **GENERAL MANAGER'S ITEMS**

9.1 Receive Monthly General Managers Report for December 2023

Jason Dafforn, General Manager, reminded the Board of the upcoming 75th Rotary Celebration on Saturday, January 13, 2024, and the CASA Winter Conference in Palm Springs, CA, on January 24-26, 2024.

10. **COMMITTEE REPORTS**

10.1 Draft Minutes of the Budget & Finance Committee Meeting – January 2, 2024

Chairperson Debra Canero reported that the Committee reviewed and discussed the Fiscal Year 2024/25 budget timeline.

11. **DIRECTOR'S ITEMS** - None

12. **INFORMATIONAL ITEMS**

Mr. Dafforn stated that the District received a thank you letter from the College of the Desert for the recent \$2,500 sponsorship.

13. **ADJOURNMENT**

With no further business to discuss, the meeting adjourned at 1:48 p.m. The next regular Board meeting will be on January 23, 2024.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District