

**VALLEY SANITARY DISTRICT
BUDGET & FINANCE COMMITTEE MEETING MINUTES
September 6, 2022**

A regular meeting of the Valley Sanitary District (VSD) Budget & Finance Committee was held at 45-500 Van Buren Street in Indio, California, on Tuesday, September 6, 2022.

1. CALL TO ORDER

Chairman Dennis Coleman called the meeting to order at 1:01 p.m.

1.1 Roll Call

Directors Present:

Chairperson Dennis Coleman

Committee Member Debra Canero

Staff Present:

Beverli Marshall, General Manager; Jeanette Juarez, Business Services Manager; Anna Bell, Laboratory & Compliance Supervisor; and Holly Gould, Clerk of the Board

1.2 Pledge of Allegiance

2. PUBLIC COMMENT

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

None.

3. DISCUSSION / ACTION ITEMS

3.1 Approve Minutes for July 5, 2022, Regular Committee Meeting

Committee member Canero motioned to approve the minutes of the July 5, 2022, Budget & Finance Committee Meeting. Chairperson Coleman seconded the motion. Motion carried unanimously.

3.2 Request Feedback for the Funding of Additional Laboratory Staff

With the upcoming implementation of the Laboratory Information Management System (LIMS), the compliance requirements of the ELAP-TNI certification renewal, the additional sampling that is now taking place, and the need for redundancy for the Environmental Compliance Technician, it has become clear that the Laboratory and Compliance Department needs additional staff. Another staff member in the department will allow schedule flexibility for additional programs and events like wastewater surveillance, outreach programs, and attending conferences. The added position will reduce the need for assistance from the Operations Department during times of conferences and leave requests (i.e., sick, vacation, FMLA, jury duty, etc.) – which requires prior preparations in ensuring Operations staff are fully trained and documented to assist in the Laboratory functions. 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 District can help offset the cost of hiring an additional laboratory worker by \$31,200 by utilizing the stipend provided by the Verily WastewaterSCAN program. The committee recommended that staff present this item to the Operations Committee before bringing it before the entire Board. They also suggested listing all of the tasks that need assistance so the Board can clearly understand the need for an additional staff member.

3.3 Audit Update

Jeanette Juarez, Chief Administrative Officer, gave an update on the Fiscal Year 2022 audit. Jeanette stated that the auditors completed their onsite audit on August 26 and are now preparing financials. So far, the audit is going very smoothly, with some minor OPEB clarifications. Jeanette also informed the committee that the District is relaunching the upgraded Blackbaud financial software on September 19 with a soft transition.

4. **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:12 p.m. The next regular committee meeting will be on November 1, 2022.

Respectfully submitted,
Holly Gould, Clerk of the Board
Valley Sanitary District