

**VALLEY SANITARY DISTRICT
BUDGET & FINANCE COMMITTEE MEETING MINUTES**

March 30, 2021

Valley Sanitary District conducted this meeting in accordance with California Governor Newsom's Executive Orders N-29-20 and COVID-19 protocols.

A special meeting of the Valley Sanitary District (VSD) Budget & Finance Committee was held via videoconference on Tuesday, March 30, 2021.

1. CALL TO ORDER

Chairman Dennis Coleman called the meeting to order at 1:00 p.m.

1.1 Roll Call

Directors Present:

Chairman Dennis Coleman

Committee Member Scott Sear

Staff Present:

Beverli Marshall, General Manager, Jeanette Juarez, Business Services Manager, Ron Buchwald, Engineering Services Manager, Holly Gould

1.2 Pledge of Allegiance

2. PUBLIC COMMENT

This is the time set aside for 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 Review and Discussion of Valley Sanitary District FY22 Operating & Maintenance (O&M) and Capital Budget Presentation

Jeanette Juarez, Business Services Manager, presented the FY22 Operating & Maintenance (O&M) and Capital Budget Presentation to the committee. The proposed O&M and capital budgets for FY22 are \$10,802,095 and \$15,912,465, respectively. The O&M budget encompasses such costs as wages, operating supplies, loan payments, insurance premiums, and other overhead costs to run day-to-day operations. The capital budget incorporates key projects to further advance the District's Capital Improvement Program (CIP). The CIP for FY22 includes the Reclaimed Water Phase 1 treatment upgrade project, the Influent Pump Station Rehabilitation Project and the Collection System Sewer Main Rehabilitation and Replacement Program. The presentation highlighted FY21 milestones, the budget process and

strategies, summaries of the operating and capital budgets, analysis of expenses, analysis of funding, proposed positions, and budget comparisons. Chairperson Coleman requested that a listing of the new services under the administration department be listed for better clarification. He also suggested that a technical memo with a summary of changes to supplement the presentation would be helpful. Committee member Sear requested that a description of the duties of each new proposed position be added to the presentation. A discussion about the asset management program took place. Ron Buchwald, Engineering Services Manager, described what the program does and the difference between the asset management program the collections department uses and the program for the plant. This presentation will come before the full board at a special board meeting on April 20, 2021.

4. FUTURE MEETING ITEMS

Jeanette Juarez will be bringing the capital asset policy for the committee to review.

5. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:20 p.m. The next regular committee meeting will be held on May 4, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District