

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

March 1, 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, March 1, 2022.

1. CALL TO ORDER

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

1.1 Roll Call

Directors Present:

Chairperson Dennis Coleman

Committee Member Debra Canero

Staff Present:

Jeanette Juarez, Business Services Manager; and Holly Gould, Clerk of the Board

Guest Present:

Valerie Houchin, Schneider Electric

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 RFP Results – Review and Revision Employee Handbook and District Policies

Jeanette Juarez, Business Services Manager, informed the committee that the District released an RFP to review and revise the District employee handbook and District policies on January 21, 2022. The scope of services included preparing a draft update of the current Employee Handbook to reflect best practices and recommended policies and ensure legal compliance with current legislation. Staff received four (4) proposals. All proposals were reviewed and rated based on various factors, including staff experience, references, and ability to understand and implement the scope of work. Burke, Williams, & Sorenson, LLP, received the highest overall score. Their proposal was clear, concise, and demonstrated a strong understanding of the scope of work. The District budgeted \$25,000 to revise the employee handbook in the fiscal year 2021/22. Since three of the four proposals were all above the budgeted amount, staff seeks direction from the Finance and Budget Committee on how best to present this item before the Board for approval. The committee recommended having the

District's HR Specialist and District Counsel attend the board meeting to give their input on the necessity of the employee handbook and District policies review and revisions. It was also recommended to have a closed session item to brief the Board on any issues the District may be having. Staff will bring the item before the Board as an information item before moving forward.

3.2 Update on the Reclaimed Water Project Phase 1 Design-Build Financing Progress

Jeanette Juarez, Business Services Manager, and Valeria Houchin, Schneider Electric, gave a financing update on the Reclaimed Water Project Phase 1. Staff met with Schneider electric to review the scope of work, construction phasing, scheduling, and the proposed guaranteed max price. The information was submitted to Bank of America, and they are now working on a financing proposal. The approximate amount the District will be borrowing is \$71 million. Staff will bring an approval item to the next board meeting to allow the General Manager to sign the non-binding agreement once the proposal is received, which will lock in the interest rate. The current rate is 2.5%. The proposal will then go before the Board for final approval at the second meeting in March.

4. **FUTURE MEETING ITEMS**

Jeanette informed the committee of an emergency purchase that needed to be made for the digester. This item will come before the Board on March 8, 2022. It was discussed that staff brings the credit card policy and revenue policy for review and the Request for Proposal for an Investment Advisor.

5. **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:00 p.m. The next regular committee meeting will be held on May 3, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District