



Tuesday, January 2, 2024 at 1:00 PM
Valley Sanitary District Board Room
45500 Van Buren St., Indio, CA 92201

**BUDGET & FINANCE
COMMITTEE MEETING
AGENDA**

Valley Sanitary District is open to the public and board meetings will be conducted in person. In addition to attending in person, members of the public may view and participate in meeting via the following:

Zoom link: <https://us06web.zoom.us/j/89330991034>

Meeting ID: 893 3099 1034

To address the Board of Directors during the virtual live session via zoom, please email the Clerk of the Board at hgould@valley-sanitary.org or, alternatively, during the specific agenda item or general comment period (i.e. non-agenda items), please use the "raise your hand" function in zoom in order to be recognized by the Clerk of the Board in order to provide comments in real time.

The Clerk of the Board will facilitate to the extent possible any email requests to provide oral testimony that are sent during the live meeting. Members of the public may provide Oral testimony in person or during the virtual live session and are limited to three minutes each. To address the Board in person please complete speaker request card located at in the Board Room and give it to the Clerk of the Board.

If you are unable to provide comments during the meeting, written public comments on agenda or non-agenda items may be submitted by email to the Clerk of the Board at hgould@valley-sanitary.org. Written comments must be received by the Clerk of the Board no later than 11:00 a.m. on the day of the meeting.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT
5. DISCUSSION / ACTION ITEMS
- 5.1 [APPROVE MINUTES FOR THE NOVEMBER 7, 2023, BUDGET & FINANCE COMMITTEE MEETING](#)

Recommendation: Approve

5.2 [REVIEW BUDGET TIMELINE FOR THE FISCAL YEAR 2024/25](#)

Recommendation: Review

6. ADJOURNMENT

POSTED December 28, 2023

Holly Gould

Clerk of the Board

Valley Sanitary District

PUBLIC NOTICE

In compliance with the Americans with Disabilities Act, access to the Board Room and Public Restrooms has been made. If you need special assistance to participate in this meeting, please contact Valley Sanitary District (760) 235-5400. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA TITLE II). All public records related to open session items contained on this Agenda are available upon request at the Administrative Office of Valley Sanitary District located at 45-500 Van Buren Street, Indio, CA 92201. Copies of public records are subject to fees and charges for reproduction.



Valley Sanitary District

DATE: January 2, 2024
TO: Budget & Finance Committee
FROM: Jeanette Juarez, Chief Administration Officer
SUBJECT: APPROVE MINUTES FOR THE NOVEMBER 7, 2023, BUDGET & FINANCE COMMITTEE MEETING

Suggested Action

Approve

Strategic Plan Compliance

GOAL 6: Improve Planning, Administration and Governance

Fiscal Impact

There is no fiscal impact to this report.

Environmental Review

This item does not qualify as a project defined by the California Environmental Quality Act (CEQA).

Background

The minutes from the November 7, 2023, Budget & Finance Committee meeting are presented for review and approval.

Recommendation

Approve the minutes from the November 7, 2023, Budget & Finance Committee meeting.

Attachments

[07 Nov 2023 Meeting Minutes.edited.doc](#)

**VALLEY SANITARY DISTRICT
BUDGET & FINANCE COMMITTEE MEETING MINUTES
November 7, 2023**

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, November 7, 2023.

1. CALL TO ORDER

Chairperson Debra Canero called the meeting to order at 1:00 p.m.

2. ROLL CALL

Directors Present:

Chairperson Debra Canero

Committee Member Scott Sear

Staff Present:

Jason Dafforn, General Manager; Jeanette Juarez, Chief Administrative Officer; and Holly Gould, Clerk of the Board

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

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

None.

5. DISCUSSION / ACTION ITEMS

5.1 Approve Minutes for the September 5, 2023, Budget & Finance Committee Meeting

Committee Member Sear motioned to approve the minutes of the September 5, 2023, Budget & Finance Committee Meeting. Chairperson Canero seconded the motion. The motion carried unanimously.

5.2 Information Regarding Progress of the Fiscal Year 2022/23 Annual Audit

Jeanette Juarez, Chief Administrative Officer, gave an update on the Fiscal Year 2023 audit. The auditors completed their onsite fieldwork on August 28 and are on track to present the financials on December 12, 2023. The audit has gone very smoothly, and the final review of the financials is in progress.

5.3 Review and Discuss Video and Talking Points to be Presented at the City of Indio's State of the City Event

The District is a title sponsor for the upcoming Indio State of the City event. The sponsorship entitles VSD to two (2) minutes for a presentation. The Committee reviewed the video that will be presented at the event and the talking points that Ardurra provided for the Board President to use during her speech. The video will be sent to all the Board Members for review prior to the event and uploaded to the District's social media after the event.

6. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 1:20 p.m. The next regular committee meeting will be on January 2, 2024.

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



Valley Sanitary District

DATE: January 2, 2024
TO: Budget & Finance Committee
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: REVIEW BUDGET TIMELINE FOR THE FISCAL YEAR 2024/25

Suggested Action

Review

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

There is no fiscal impact for this report.

Environmental Review

This item does not qualify as a project defined by the California Environmental Quality Act (CEQA).

Background

The action for approval and adoption of the annual budget is completed in June of each calendar year. In preparation for the fiscal year 2024/25 budget, staff have prepared a budget timeline, Attachment A, for the Budget and Finance Committee 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.

Recommendation

Receive and file this report as information.

Attachments

[5.2 Attachment A Budget Timeline FY25.pdf](#)

Fiscal Year 2024/25 Budget

Company Name: Valley Sanitary District

Project Lead: Jeanette Juarez

Task	Assigned To	Day	Date
Phase 1 January			
Task 1.1 Budget Worksheets Distributed To All Departments	Chief Administrative Officer	Tuesday	2-Jan-24
Task 1.2 Budget Kickoff Meetings With All Departments	Chief Administrative Officer	Tuesday	2-Jan-24
Task 1.3 Budget Worksheets Due To Chief Administrative Officer (CAO)	All Departments	Tuesday	23-Jan-24
Task 1.4 Review Of Budget Worksheets	Chief Administrative Officer	Wednesday	24-Jan-24
Task 1.5 Strategic Planning Session	Board of Directors	Tuesday	30-Jan-24
Phase 2 February			
Task 2.1 Department Overview Meetings With CAO	Chief Administrative Officer	Monday	5-Feb-24
Task 2.2 Operations Committee Reviews 10 Year Capital Improvement Plan	Operations Committee	Tuesday	6-Feb-24
Task 2.3 Departmental Summaries And Goals Due To CAO	All Departments	Tuesday	6-Feb-24
Task 2.4 Organizational Charts Due To CAO	All Departments	Tuesday	6-Feb-24
Task 2.5 Departmental Performance Metrics Due To CAO	All Departments	Tuesday	13-Feb-24
Task 2.6 Budget Worksheets Due To CAO	All Departments	Tuesday	20-Feb-24
Task 2.7 Capital Improvement Project Worksheets Due	All Departments	Tuesday	20-Feb-24
Phase 3 March			
Task 3.1 Review Capital Project Requests With CAO	Chief Administrative Officer	Monday	4-Mar-24
Task 3.2 Budget Meetings With The General Manager And Department Heads	Chief Administrative Officer	Thursday	14-Mar-24
Task 3.3 Develop Budget Presentation	Chief Administrative Officer	Tuesday	19-Mar-24
Task 3.4 Budget And Finance Committee Review And Recommendations	Budget and Finance Committee	Wednesday	27-Mar-24
Phase 4 April			
Task 4.1 Draft Budget Book	Administration Department	Thursday	11-Apr-24
Task 4.2 Board Study Session For The Fiscal Year 2024/25 Fees, Charges, 10 Year CIP, and Budget	Board of Directors	Tuesday	16-Apr-24
Task 4.3 Department Overview Meetings With CAO To Discuss Board Comments And Edit Requests	Chief Administrative Officer	Thursday	18-Apr-24
Task 4.4 Final Worksheets Submitted To CAO	All Departments	Thursday	25-Apr-24
Phase 5 May			
Task 5.1 Budget Meetings With The General Manager And Department Heads	Chief Administrative Officer	Thursday	2-May-24
Task 5.2 Draft Budget And Budget Presentation Posted To Board Agenda	Clerk of the Board	Thursday	23-May-24
Task 5.3 Board Adopts Fiscal Year 2024/25 Fees and Charges for District Services	Board of Directors	Tuesday	28-May-24
Task 5.4 Board Adopts 10 Year Capital Improvement Plan	Board of Directors	Tuesday	28-May-24
Task 5.5 Board Reviews Draft Budget And Makes Final Changes	Board of Directors	Tuesday	28-May-24
Task 5.6 Department Overview Meetings With CAO To Discuss Final Changes	Chief Administrative Officer	Wednesday	29-May-24
Task 5.7 Final Edits Due To CAO	All Departments	Thursday	30-May-24
Phase 6 June			
Task 6.1 Final Budget Posted To Board Agenda	Clerk of the Board	Thursday	6-Jun-24
Task 6.2 Board Adopts the Fiscal Year 2024/25 Budget	Board of Directors	Tuesday	11-Jun-24
Task 6.3 Fiscal Year 2024/25 Final Budget Posted To District Website	Administration Department	Wednesday	26-Jun-24