



Budget & Finance Committee Meeting  
Tuesday, September 6, 2022 at 1:00 PM  
Valley Sanitary District Board Room  
45-500 Van Buren Street, Indio, CA 92201

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/84160181190>

Meeting ID: 841 6018 1190

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](mailto: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](mailto: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.

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## 1. CALL TO ORDER

1.1. Roll Call

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.*

## 3. DISCUSSION / ACTION ITEMS

3.1. Approve Minutes for July 5, 2022, Regular Committee Meeting 3 - 4

[3.1 Budget & Finance Minutes 05 Jul 2022.pdf](#) 

3.2. Request Feedback for the Funding of Additional Laboratory Staff 5 - 6

[3.2 Staff Report EC Dept Employee.pdf](#) 

3.3. Audit Update

## 4. ADJOURNMENT

Pursuant to the Brown Act, items may not be added to this agenda unless the Secretary to the Board has at least 72 hours advance notice prior to the time and date posted on this notice.

**VALLEY SANITARY DISTRICT  
BUDGET & FINANCE COMMITTEE MEETING MINUTES**  
July 5, 2022

A special meeting of the Valley Sanitary District (VSD) Budget & Finance Committee was held at 45-500 Van Buren Street in Indio, California, on Tuesday, July 5, 2022.

**1. CALL TO ORDER**

Chairman Dennis Coleman called the meeting to order at 1:02 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; Dave Commons, Facility Operations Manager; 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.*

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None.

**3. DISCUSSION / ACTION ITEMS**

**3.1 Request for Feedback and Direction Regarding the Number of Board Compensated Meetings**

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On June 28, 2022, at the Regular Board of Directors Meeting, Staff was asked to bring back information regarding allowable compensated days of service. Staff requested additional information from the general counsel to determine the allotted days of service for Valley Sanitary District Board members. The District falls under the Health and Safety Code, which allows six (6) meetings per calendar month. The surrounding agencies fall under the Water Code, which allows ten (10) meetings per calendar month. The Committee requested that Staff reach out to legal counsel to explain why VSD does not fall under the Water Code. They also asked for a comparison of board compensation from wastewater-only agencies in California. They would like a memo from legal that can be presented, along with the requested information, at a future board meeting.

**3.2 Request for Feedback and Direction Regarding the Financial Plan and Rate Review**

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Staff has provided an updated financial plan for the Committee to review. The District's sewer rate analysis identified that the District would need to borrow approximately \$165 million over the next ten years to complete critical projects. In May 2022, the District executed a \$71 million

loan through Bank of America's Environmental Business Initiative Program to finance the Recycled Water Project – Phase 1. The budget and Five-Year Sewer Use Rate plan demonstrate the District's ability to meet debt service requirements by maintaining a debt ratio of at least 1.25. Additional rate increases will be necessary over the next five to 10 years to meet capital expenditure needs and to keep the established minimum debt ratio. Secretary/Treasurer Coleman recommended updating the District's Master Plan and the Rate Study and Financial Plan. He stated that ten (10) years is too long to wait to update the Master Plan and feels it should be done every five years. He also noted that an additional engineering staff person is needed and would like Staff to identify that to the Board. There was a discussion on updating the definition of an Equivalent Dwelling Unit (EDU) that would be legally defensible. Vice President Canero suggested a special board meeting to review and discuss this item thoroughly.

### 3.3 Request for Feedback and Direction Regarding the Valley Sanitary District Investment Policy

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California Government Code Section 53646 requires that all public agencies adopt an investment policy and that the policy be reviewed and approved annually. On August 10, 2021, the District adopted Resolution No. 2021-1151, adopting the VSD Investment Policy. Local Agency Investment Guidelines recommend that the internal treasury staff conduct annual reviews. According to the California Debt and Investment Advisory Commission (2020), "an update in the investment policy is warranted if treasury staff's review results in a material change in policy due to either a change in statute or a change in the agency's goals and objectives for safety, liquidity, and yield" (P.14). Staff will bring the Investment Policy to the next board meeting as an informational item for feedback. The policy will come before the Board for adoption in August.

Beverli Marshall, General Manager, informed the Committee that the District has started applying for a WIFIA loan for \$100 million. She stated that the Budget & Finance Committee might be asked for direction throughout the loan process.

### 4. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:20 p.m. The next regular committee meeting will be on September 6, 2022.

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



**Valley Sanitary District  
Budget & Finance Committee  
September 6, 2022**

TO: Budget & Finance Committee

THRU: Jeanette Juarez, Chief Administrative Officer

FROM: Anna Bell, Laboratory & Compliance Supervisor

**SUBJECT: Request feedback for the funding of additional Laboratory staff**

<input type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input checked="" type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

**Executive Summary**

The purpose of this report is for the Budget & Finance Committee to provide feedback and direction regarding the request to hire a laboratory technician member for the Environmental Compliance Department, Laboratory Division.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Goal 1: Fully staffed with a highly trained and motivated team.

**Fiscal Impact**

The FY 2022/23 fiscal impact is approximately \$ 81,378.

VSD Laboratory’s partnership with Verily in the WastewaterSCAN program provides a stipend for labor. Verily will pay VSD \$200.00 per sample at 3 samples per week for 18 months. For a 12-month period, this will equate to a \$31,200 income.

Verily Program Funding

\$200 per sample	3 samples per week	\$	600
52 weeks per year	3 samples per week	\$	31,200

We are proposing the additional income to offset the pay rate of an additional laboratory staff member:

Pay Rate – Lab Tech I (B)			
Bi-Weekly Pay Rate		Pay Rate + Benefits	
\$2471 Bi-Weekly Rate	\$64,246	\$2471 Bi-weekly + Benefits	\$112,578
Offset from Verily	\$31,200	Offset from Verily	\$31,200
Program funds covers	48.56%	Program funds covers	27.7%
Remaining Balance (VSD Cost)	\$33,046	Remaining Balance (VSD Cost)	\$81,378

## **Background**

The Environmental Compliance Department requested another laboratory technician for FY 2022/23 prior to budget adoption. The request was made to facilitate the increasing workload on current laboratory staff due to upcoming projects, regulatory changes, and department operational demands.

As mentioned in the April 2021 Board presentation on ELAP-TNI, the Laboratory will be required to be fully TNI compliant by the August 2023 certification renewal application. To complete this requirement, the laboratory has identified 75+ areas requiring internal auditing, updates and review of documents, and internal staff training. The laboratory will be required to undergo an external audit by ELAP staff or a 3<sup>rd</sup> party assessor in Spring 2023 to meet the application deadlines.

To meet the increasing documentary demands of the ELAP-TNI requirements, the laboratory is acquiring a Laboratory Information Management System (LIMS). The software will assist staff with the generation of reports, quality assurance and control charts, and restricted credentials for samples, analyses, and documentation. Once the software is selected, staff will work with the LIMS provider to program the software, validate calculations and results, ensure compliance with regulations, and undergo training prior to the full launch. Laboratory staff project full launch prior to ELAP certification submissions (August 2023).

By having an additional staff member in the department, will allow schedule flexibility for additional programs and events like wastewater surveillance, outreach programs, and attending conferences. The additional 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 create more flexibility for trained staff that can function in the capability of the laboratory or the pretreatment program.

## **Recommendation**

Recommend that the Budget & Finance Committee provide direction to staff as appropriate.

## **Attachments**

None