

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING**

December 11, 2018

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, December 11, 2018.

CALL TO ORDER, ROLL CALL

1. VICE PRESIDENT MIKE DURAN called the meeting to order at 1:00 p.m. Those in attendance were as follows:

DIRECTORS PRESENT: Douglas A. York, Mike Duran, Dennis Coleman, and William Teague

DIRECTORS ABSENT: None

STAFF PRESENT: Joseph Glowitz, General Manager, Holly Gould, Ron Buchwald, Joanne Padgham, and Branden Rodriguez

GUESTS: None

CONSENT ITEMS

- a. Consideration of the November 27, 2018 Regular Board Meeting Minutes
b. Approval of Expenditures for November 22, 2018 to December 5, 2018

Check numbers 36704 to 36745 totaling \$109,271.38, and transfers of \$134,130.87 were issued.

ACTION TAKEN:

MOTION: DIRECTOR TEAGUE made a motion to approve the minutes for the Regular Board Meeting held November 27, 2018 and to pay the disbursement items as presented. DIRECTOR YORK seconded the motion. Motion carried by the following vote: 4 yes

MINUTE ORDER NO. 2018-2839

PUBLIC COMMENTS

This is the time set aside for public comment on any item not appearing in the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.

NON-HEARING ITEMS

2. Consideration of Resolution No. 2018-1108 Honoring Merritt Wiseman

**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT
HONORING MERRITT WISEMAN”**

DIRECTOR COLEMAN read the Resolution out loud.

ACTION TAKEN:

MOTION: DIRECTOR TEAGUE, with great pride and humbleness, made a motion to adopt Resolution No. 2018-1108 honoring Merritt Wiseman. PRESIDENT YORK seconded the motion. Motion carried by the following roll call vote:

RESOLUTION NO. 2018-1108

AYES: Director(s) Coleman, Duran, Teague, York
NOES: None
ABSENT: None
ABSTAIN: None

3. Consideration of Resolution No. 2018-1109 Establishing Bylaws and Rules of Procedure for the Conduct of Board Business

“A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT ESTABLISHING BYLAWS AND RULES OF PROCEDURE FOR THE CONDUCT OF BOARD BUSINESS”

ACTION TAKEN:

MOTION: DIRECTOR COLEMAN made a motion to adopt Resolution No. 2018-1109 Establishing Bylaws and Rules of Procedure for the Conduct of Board Business. DIRECTOR TEAGUE seconded the motion. Motion carried by the following roll call vote:

RESOLUTION NO. 2018-1109

AYES: Director(s) Coleman, Duran, Teague, York
NOES: None
ABSENT: None
ABSTAIN: None

4. Adoption of Revised Policies and Procedures

The Administrative Committee has consulted with staff on the revised policies & procedures and changes have been made to chapters 1-3. With efficiency in mind, all policies and procedures have been compiled in a centralized location. Chapter one (1) contains general information, chapter two (2) is the board policies handbook, and chapter three (3) is the employee policies handbook.

ACTION TAKEN:

MOTION: DIRECTOR COLEMAN made a motion to adopt the revised Valley Sanitary District’s Policies and Procedures, Chapters 1-3. DIRECTOR TEAGUE seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2018-2840

AYES: Director(s) Coleman, Duran, Teague, York
NOES: None
ABSENT: None

ABSTAIN: None

5. Election of Board Officers

Pursuant to Resolution 2018-1109 election of officers shall be held at the first (1st) Board of Director's meeting in December of each calendar year. Officers shall serve for a term of one (1) year. Nominations shall be made from the floor and votes shall be in order of President, Vice President, and Secretary.

Nomination of President – DIRECTOR TEAGUE made a motion to nominate Mike Duran for the office of President of the Valley Sanitary District Board of Directors. DIRECTOR COLEMAN seconded the motion. Motioned carried by the following roll call vote:

AYES: Director(s) Coleman, Duran, Teague, York
NOES: None
ABSENT: None
ABSTAIN: None

Nomination of Vice President – DIRECTOR DURAN made a motion to nominate Douglas A. York for the office of Vice President of the Valley Sanitary District Board of Directors. DIRECTOR TEAGUE seconded the motion. Motioned carried by the following roll call vote:

AYES: Director(s) Coleman, Duran, Teague
NOES: None
ABSENT: None
ABSTAIN: Director York

Nomination of Secretary – DIRECTOR DURAN made a motion to nominate William Teague for the office of Secretary of the Valley Sanitary Board of Directors. PRESIDENT YORK seconded the motion. Motioned carried by the following roll call vote:

AYES: Director(s) Coleman, Duran, Teague, York
NOES: None
ABSENT: None
ABSTAIN: None

MINUTE ORDER NO. 2018-2841

6. Appointment of Directors and Alternate to the East Valley Reclamation Authority Joint Powers Authority Board of Directors

DIRECTOR TEAGUE made a motion to appoint Director Dennis Coleman to sit on the East Valley Reclamation Authority Board of Directors for calendar year 2019. PRESIDENT YORK seconded the motion. DIRECTOR COLEMAN made a motion to appoint Director William Teague to sit on the East Valley Reclamation Authority Board of Directors for calendar year 2019. PRESIDENT YORK seconded the motion. DIRECTOR COLEMAN made a motion to appoint Vice President Mike Duran to sit on the East Valley Reclamation Authority Board of Directors as the alternate for calendar year 2019. DIRECTOR TEAGUE seconded the motion. Motions carried by the following roll call vote:

AYES: Director(s) Coleman, Duran, Teague, York
NOES: None
ABSENT: None
ABSTAIN: None

MINUTE ORDER NO. 2018-2842

7. Approval of Contract Extension for Innovative Federal Strategies

Innovative Federal Strategies has been providing Valley Sanitary District with Federal Advocacy Services since 2016. It is recommended to extend the contract with Innovative Federal Strategies for a term beginning January 1, 2019 through December 31, 2020. The monthly retainer will remain at \$6,000. DIRECTOR COLEMAN asked that the next fiscal year budget include incidentals for federal advocacy services.

ACTION TAKEN:

MOTION: DIRECTOR COLEMAN made a motion to authorize the General Manager to extend the profession services agreement with Innovative Federal Strategies for Federal Advocacy Services, for a term of two (2) years. DIRECTOR TEAGUE seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2018-2843

AYES: Director(s) Coleman, Duran, Teague, York
NOES: None
ABSENT: None
ABSTAIN: None

8. Consideration of Resolution No. 2018-1110 Authorizing Investment of Money in the Local Agency Investment Fund (LAIF)

“A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT AUTHORIZING INVESTMENT OF MONEY IN THE LOCAL AGENCY INVESTMENT FUND”

ACTION TAKEN:

MOTION: DIRECTOR COLEMAN made a motion to authorize the deposit and withdrawal of Valley Sanitary district money in the Local Agency Investment Fund (LAIF) and authorize the specific officers and management staff to order the deposit or withdrawal of money in LAIF. DIRECTOR TEAGUE seconded the motion. Motion carried by the following roll call vote:

RESOLUTION NO. 2018-1110

AYES: Director(s) Coleman, Duran, Teague, York
NOES: None
ABSENT: None
ABSTAIN: None

9. Award of Contract – Sewer Main Point Repair to Borden Excavating, Inc.

During a routine CCTV inspection of the 15 inch sewer main, a significant sewer main defect was identified on Highway 111 east of Jefferson Street. It was discovered that the sewer main was damaged on the crown of the pipe leaving a significant hole with soil exposed. This hole could eventually lead to a dangerous sink hole. It is unknown who caused this damage or when it occurred. It is presumed that it has been there for many years. It is recommended to execute a contract with Borden Excavating, Inc. to complete the repairs for a not to exceed amount of \$40,430.

ACTION TAKEN:

MOTION:

DIRECTOR COLEMAN made a motion to authorize the General Manager to execute a contract with Borden Excavation, Inc. in an amount not to exceed \$40,430 to perform a sewer main point repair on Highway 111. DIRECTOR TEAGUE seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2018-2844

AYES: Director(s) Coleman, Duran, Teague, York
NOES: None
ABSENT: None
ABSTAIN: None

10. State of the District Report

The General Manager gave a report on the state of the District for the period ending December 2018.

ACTION TAKEN:

MOTION:

DIRECTOR COLEMAN made a motion to receive and file the State of the District Report. DIRECTOR TEAGUE seconded the motion. Motion carried by the following vote: 4 yes

MINUTE ORDER NO. 2018-2845

11. General Manager's Report

The Comprehensive Annual Financial Report (CAFR) for fiscal year 2018 has been submitted to the Government Finance Officers Association (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting. Staff has two (2) Requests for Proposals out; one for Audit Services and one for new Accounting and Permitting Software. The General Manager distributed the membership fees of ACWA to the Board. A second proposal has been received for the website updating.

ADJOURN TO CLOSED SESSION

12. The Board shall adjourn to Closed Session for Labor Negotiations pursuant to Government Code Section 54957.6 for Unrepresented Employee – General Manager

The Board adjourned to closed session at 1:59 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 2:43 p.m. VICE PRESIDENT DURAN stated there was nothing to report.

DIRECTOR'S ITEMS

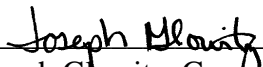
Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.

It was the consensus of the Board that staff follows through with ACWA membership. DIRECTOR COLEMAN praised staff for a job well done on the policies and procedures.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:46 p.m., and the next Regular Board Meeting will be held January 8, 2019.

Respectfully submitted,



Joseph Glowitz, General Manager
Valley Sanitary District