

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
February 12, 2019**

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, February 12, 2019.

CALL TO ORDER, ROLL CALL

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

DIRECTORS PRESENT: Mike Duran, William Teague, and Dennis Coleman

DIRECTORS ABSENT: None

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

GUESTS: Scott Sear, Sarah Romero, Lucas Sear, Al Romero, Cathy Romero
Erica Harnick, BIA, and Tom Pavletic, Municipal Financial Services

CONSENT ITEMS

- a. Consideration of the January 17, 2019 Special Board Meeting and January 22, 2019 Regular Board Meeting Minutes
- b. Approval of Expenditures for January 17, 2019 to February 6, 2019

Check numbers 36866 to 36933 totaling \$378,227.12, and transfers of \$171,500.09 were issued.

ACTION TAKEN:

MOTION: SECRETARY TEAGUE made a motion to approve the minutes for the Special Board Meeting held January 17, 2019 and the Regular Board Meeting held January 22, 2019, and pay the disbursement items as presented. DIRECTOR COLEMAN seconded the motion. Motion carried by the following vote: 3 yes

MINUTE ORDER NO. 2019-2857

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.

OATH OF OFFICE

2. A. Administer Oath of Office to Appointed Director

Scott Sear was sworn in to fill the vacancy created by the passing of Merritt Wiseman, for a term ending December 3, 2022. MS. GOULD administered the oath of office to the newly appointed Director.

B. Election of Board Officers

ACTION TAKEN:

MOTION:

Nomination of President – DIRECTOR COLEMAN made a motion to nominate Mike Duran for the office of 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, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

Nomination of Vice President – DIRECTOR DURAN made a motion to nominate William Teague for the office of Vice 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, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

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

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

MINUTE ORDER NO. 2019-2858

NON-HEARING ITEMS

2. Study Session – Sewer Use Fee and Capacity Connection Fee Study

Tom Pavletic of Municipal Financial Services led a study session with the Board regarding the Sewer Use Fee and Capacity Connection Fee Study. The Board gave staff direction as how to proceed.

3. Set Public Hearing Date to Adopt Increase in the Sewer Use Fee

In accordance with California Proposition 218, notice is to be sent to the record owners and/or tenants via U.S. Mail at least 45 days before the Public Hearing in order to consider an increase to the Sewer Use rate. Additionally, notice of the Public Hearing will be advertised in the Desert Sun, a newspaper of general

circulation, on March 24 and March 31, 2019. It is recommended that the Board set a public hearing date of May 14, 2019.

**ACTION TAKEN:
MOTION:**

SECRETARY COLEMAN made a motion to set a public hearing date of May 14, 2019 to consider the increase in the Sewer Use Fee for Fiscal Year 2019/2020 and approve the Public Hearing Notice for publishing in the Desert Sun. DIRECTOR SEAR seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2859

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

4. Continuing Disclosure Annual Report for Fiscal Year 2017/2018 Assessment District No. 2004-VSD (Shadow Hills Interceptor)

Pursuant to the Continuing Disclosure Certificate, the Annual Report is due no later than February 15 each year. This Annual Report contains bond, financial and operating information.

**ACTION TAKEN:
MOTION:**

SECRETARY COLEMAN made a motion receive and file the Continuing Disclosure Annual Report for Fiscal Year 2017/2018 Assessment District No. 2004-VSD (Shadow Hills Interceptor). DIRECTOR SEAR seconded the motion. Motion carried by the following vote: 4 yes

MINUTE ORDER NO. 2019-2860

5. Award of Contract – Audit Services, The Pun Group, LLC

This procurement is a qualifications-based selection (QBS). Desired qualifications include the range of experience with similar entities, quality control, planning, services provided and fee proposals. Based on QBS, Staff recommends The Pun Group, LLP for this engagement of three (3) years for a cumulative cost of \$46,500. The Pun Group, LLP has done an outstanding job in the past five (5) years, including being thorough in their testing and methodology, changing their sampling and strategies each year, changing staff and/or supervisors each year for a fresh pair of eyes, and quality of work.

**ACTION TAKEN:
MOTION:**

VICE PRESIDENT TEAGUE made a motion to award the Audit Services Contract to The Pun Group, LLP of Santa Ana, California and authorize the General Manager to execute a three (3) year professional services contract in the amount of \$15,000 for 2018-19, \$15,500 for 2019-20, and \$16,000 for 2020-21. SECRETARY COLEMAN seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2861

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

6. Secondary Security Fence Panels Project Pay Application Number 1

Approximately 80% of all panels have been constructed and are currently being housed at the Tremblay Iron Works shop. Painting of the panels still remains to be completed. All remaining fence material has also been purchased and is being stored at the shop. All material and assembled panels have been verified by VSD staff to be at Tremblay Iron Works on February 1, 2019. VSD is currently in discussions with Tremblay Iron Works on two (2) potential project change orders. The first concerns changes required to the design of two (2) of the security panels which will be mounted adjacent to the large rolling gate located near the outfall building. The second concerns extra painting required on the rolling gate reinforcement that was installed previously by Tremblay Iron Works. It is recommended approving pay application number 1 for \$57,456 to Tremblay Iron Works.

ACTION TAKEN:

MOTION:

VICE PRESIDENT TEAGUE made a motion to approve Pay Application Number 1 to Tremblay Iron Works for \$54,583.20 and \$2,872.80 to be placed in retention. DIRECTOR SEAR seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2862

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

7. Purchase Authorization – Ford F250 Super Cab from Ford Fiesta

The District currently owns a 1999 F250 utility truck that needs to be replaced due to age, mileage and overall service cost. This utility truck is equipped to provide traffic control lighting, and for transporting and satisfies the City of Indio traffic control requirements. Procurement is with Government concession pricing from Fiesta Ford for \$40,027.74. The 1999 Ford F250 will be sold through GovDeals. The estimated surplus value is \$5,000 to \$8,000.

ACTION TAKEN:

MOTION:

DIRECTOR SEAR made a motion to authorize the General Manager to purchase one (1) F250 Super Cab utility truck from Fiesta Ford for the purchase price of \$ \$40,027.74. This price includes the arrow board, utility lift-gate and taxes. SECRETARY COLEMAN seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2863

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

8. Consideration to Authorize Surplus of Equipment

Staff has identified obsolete equipment that is no longer usable by the District. These items have been replaced by newer items and are no longer needed. It is recommended that the Board of Directors authorize surplus of the items listed on the attached Valley Sanitary District Equipment Disposition Form in accordance with VSD Policy 3030: Fixed-Asset Accounting Control.

ACTION TAKEN:

MOTION:

SECRETARY COLEMAN made a motion to authorize surplus of the items listed on the attached Valley Sanitary District Equipment Disposition Form in accordance with VSD Policy 3030: Fixed-Asset Accounting Control. DIRECTOR SEAR seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2864

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

9. Consideration to Cancel the February 26, 2019 Regular Board Meeting and schedule a Special Board Meeting for March 5, 2019

The regular board meetings are scheduled for the second and fourth Tuesday of every month at 1:00 P.M. Due to board members attending the CASA Conference in Washington D.C it is recommended to cancel the February 26, 2019 board meeting and schedule a special board meeting for Tuesday, March 5, 2019 at 1:00 P.M.

ACTION TAKEN:

MOTION:

DIRECTOR SEAR made a motion to cancel the Board Meeting of February 26, 2019 and schedule a Special Board Meeting for Tuesday, March 5, 2019. VICE PRESIDENT TEAGUE seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2865

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

10. General Manager's Report

Mr. Glowitz has been working with Innovative Federal Strategies on the agenda for the CASA DC Conference. Ralph Andersen and Associates would like to schedule interviews for the General Manager recruitment for April 15, 2019. They have five (5) applicants so far. Ralph Andersen will send the Board updates.

DIRECTOR'S ITEMS

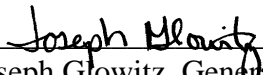
Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.

It is the consensus of the Board to move forward with the ACWA membership. SECRETARY COLEMAN gave a report of the CASA Conference and CORBS Dinner. The Board expressed their pleasure of DIRECTOR SEAR joining the Board.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:20 p.m., and the next Special Board Meeting will be held March 5, 2019.

Respectfully submitted,



Joseph Glowitz, General Manager
Valley Sanitary District