

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

February 13, 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, February 13, 2018.

**CALL TO ORDER, ROLL CALL**

1. PRESIDENT YORK called the meeting to order at 1:02 p.m. Those in attendance were as follows:

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

DIRECTORS ABSENT: None

STAFF PRESENT: Joseph Glowitz, General Manager, Holly Gould, Ron Buchwald, Andy Calhoun, and Adrian Contreras

GUESTS: David Baranowski, Carollo Engineers  
Ehab Gerges, Harris & Associates  
Alex Yescas, Harris & Associates

**CONSENT ITEMS**

- a. Consideration of the January 23, 2018 Regular Board Meeting Minutes
- b. Approval of Expenditures for January 18, 2018 to February 7, 2018

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Check numbers 35841 to 35798 totaling \$282,002.79 and transfers of \$169,908.80 were issued.

**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to approve the minutes for the Regular Board Meeting held January 23, 2018 and to pay the disbursement items as presented. DIRECTOR TEAGUE seconded the motion. Motion carried by the following vote: 5 yes

**MINUTE ORDER NO. 2018-2749**

**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. Award of Contract and Task Authorization 1 – Collection System Program & Design Manager Project to Harris & Associates

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On August 29, 2017, the Board awarded the Collection System Program & Design Manager Project to Harris and Associates after submitting the successful proposal as determined by the Qualification Based Selection (Government Code 4526) process. The Harris team presented a proposal with a well-qualified team, relevant project experience, and a well-developed program and project methodology. This project will be a multi-year project. Staff has been in negotiations with Harris to develop the first phase (Task 1) proposal and fee.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR COLEMAN made a motion to award Task Authorization 1 of the Collection System Program & Design Manager Project to Harris & Associates, Inc. and authorize the General Manager to execute a Master Services Contract - Task 1 not to exceed \$219,822. DIRECTOR WISEMAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2750**

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

3. Award of Contract – Asset Management Consulting Services to Carollo Engineers

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The District has a Master Services Agreement with Carollo Engineers to provide Indefinite Delivery / Indefinite Quantity (IDIQ) as needed services. The Operations Department has not had a functioning asset management system for many years. There is very little staff expertise in the use of asset management, and the ability to set up such a system from the beginning is beyond the abilities of staff. The General Manager has negotiated a scope of services, budget and schedule with Carollo Engineers. This will facilitate the Consultant working with the General Manager and Maintenance Supervisor to implement asset management for Operations.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR DURAN made a motion to authorize Task Authorization 1 – Asset Management Consulting services to Carollo Engineers, of San Diego, California, under a Master Services Agreement between Carollo Engineers and the Valley Sanitary District for a cost of \$109,906. DIRECTOR COLEMAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2751**

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

4. Award of Contract - Annual Administration of Assessment District No. 2004-VSD to Willdan Financial Services

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The Board approved a three (3) year contract with Shepherd & Staats on February 14, 2006, a five (5) year contract with Shepherd & Staats on December 23, 2008 and a five (5) year contract with Shepherd & Staats on February 25, 2014. Roxanne Shepherd is now a Principal Consultant with Willdan Financial Services. The existing contract is approaching the end of the five (5) year AD administration services period previously authorized by the Board. Willdan Financial Services has provided a proposal to continue with the service of Roxanne Shepherd in performing the annual administration of the AD over the next 5.5 years for a cost of \$49,500 (\$9,000 per year) and also provide the annual Arbitrage Rebate Report for \$775. To date, District staff

has been very satisfied with the services provided by Roxanne Shepherd and would like to continue with her services.

**ACTION TAKEN:**

**MOTION:** DIRECTOR WISEMAN made a motion to award a contract to Willdan Financial Services for a 5.5 year term, to provide administration services for Assessment District No. 2004-VSD not to exceed \$9,775 per year, including Arbitrage Rebate Report, and authorize the General Manager to sign such agreement. DIRECTOR DURAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2752**

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

5. Purchase Authorization – Spare Pumps (1 each) for the Carver and Barrymore Lift Stations from Smith & Loveless, Inc.

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Staff would like to purchase a spare pump for the Carver and Barrymore lift stations to allow for a spare pump to be installed when an existing pump is in need of extended service or overhaul. These pumps are unique to the design of the lift station. Therefore, the pumps need to be the same make and model in order to fit within lift station brackets and electrical tie-ins.

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to authorize the General Manager to purchase two (2) spare pumps (1 each) for the Carver and Barrymore Lift Stations from Smith & Loveless Inc. for a purchase price of \$18,835 (including taxes estimated at \$660). DIRECTOR DURAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2753**

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

6. Award of Contract – Epoxy Coating of Circular Clarifier and AIC Inspection Services

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Staff put together bid specifications for the Secondary Clarifier Epoxy Coating Project. VSD advertised this improvement project in December 2017. Two bids were received. After reviewing the bids, the lowest responsive and responsible bidder is National Coating and Lining Company for \$108,605. Epoxy coating is a specialized process requiring sandblasting, sealer application at a specified thickness and then the application of the epoxy coating at a specified thickness. Staff does not have the tools to verify the appropriate thickness and application. AIC is well qualified to perform the inspection being in the paint inspection industry for many years. AIC can perform the inspection services for a price not to exceed \$15,000.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR COLEMAN made a motion to award the Secondary Clarifier Epoxy Coating Project to National Coating & Lining Company and authorize the General Manager to execute a construction contract not to exceed \$119,465 and authorize the General Manager to award a contract to AIC Coating Services, not to exceed \$15,000, to provide inspection services during the epoxy coating of the secondary clarifier. DIRECTOR TEAGUE seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2754**

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

7. Annual Disclosure Report for Fiscal Year 2016/2017 Wastewater Refunding Bonds, Series 2015

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Pursuant to the Continuing Disclosure Certificate, the Annual Report is due no later than February 15 each year. This Annual Report contains the audited Financial Statements of the District for the year ended June 30, 2017; customer base; largest customers; historical net revenues and debt service coverage; description of additional indebtedness incurred by the District; and material event notice filing summary.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR TEAGUE made a motion to receive and file the Continuing Disclosure Annual Report for \$7,540,000 Wastewater Revenue Refunding Bonds, Series 2015. DIRECTOR COLEMAN seconded the motion. Motion carried by the following vote: 5 yes

**MINUTE ORDER NO. 2018-2755**

8. Purchase Authorization – Digester Gas Scrubber Media and Media Removal Net System

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The digester has two gas scrubbers designed to remove the hydrogen sulfide from the digester gas before the gas enters the combustible equipment. The media in one of the scrubbers needs to be replaced. A quote was received from MV Technologies for the replacement of 146 cubic feet of Iron Sponge Media, Media Removal System, and freight for a cost of \$7,801.73.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR DURAN made a motion to authorize the General Manager to purchase 146 cubic feet of digester gas scrubber media and a media removal system from MV Technologies for a total cost of \$7,801.73. DIRECTOR TEAGUE seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2756**

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

9. Award of Contract – Security Services to Desert Resort Security, Inc.

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The District has experienced an increase in trespass, vandalism, and theft incidents. Additional physical security measures have been implemented with some success. It is recommended that the Board of Directors authorize the General Manager to execute an agreement with Desert Resort Security Inc. from February 3, 2018 through June 30, 2018 for a cost of \$28,000.

**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to award a contract to Desert Resort Security Inc. and authorize the General Manager to execute an agreement between the District and Desert Resort Security Inc. for \$28,000. DIRECTOR WISEMAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2757**

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

10. 2018/2019 Fiscal Year Preview

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MR. GLOWITZ presented a preview of activities for the 2018/2019 Fiscal Year to the Board. Information only item.

11. General Manager’s Report

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Mr. Glowitz recognized and congratulated Andy Calhoun for receiving the CORBS Maintenance Technician of the Year Award and informed the Board that the District received a CORBS Award for Engineering Achievement for the Requa Interceptor Project and the Safety Plant of the Year Award. Staff received the final audit from the State Water Resources Control Board stating no deficiencies for the State Revolving Fund Loan for the Requa Interceptor Project. A discussion took place regarding the Legislative Outline for Rebuilding Infrastructure in America Plan and on District rebranding.

**DIRECTOR’S ITEMS**

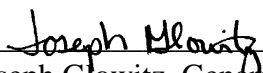
*Director’s items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.*

DIRECTOR COLEMAN gave an overview of the CASA Conference.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:40 p.m., and the next Regular Board Meeting will be held February 27, 2018.

Respectfully submitted,

  
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Joseph Glowitz, General Manager  
Valley Sanitary District