

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

November 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, November 13, 2018.

**CALL TO ORDER, ROLL CALL**

1. VICE PRESIDENT MIKE DURAN called the meeting to order at 1:03 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, Joanne Padgham, and Branden Rodriguez

GUESTS: Bob Hargreaves, Best Best and Krieger  
Frances Kuo, The Pun Group

**CONSENT ITEMS**

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

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Check numbers 36617 to 36669 totaling \$203,021.03, and transfers of \$405,212.12 were issued.

**ACTION TAKEN:**

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

**MINUTE ORDER NO. 2018-2831**

**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. Presentation of the Annual Audit Report, Single Audit, and Comprehensive Annual Financial Report (CAFR) for the Valley Sanitary District for the Fiscal Year Ended June 30, 2018 by The Pun Group, Accountants & Advisors

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Joanne Padgham distributed updated pages 7, 62 and 64 of the CAFR reflecting a prior period adjustment affecting the total net position. Frances Kuo of The Pun Group presented the Annual Audit Report to the Board. She explained the different sections of the audit and its findings, including this year's single audit that was

required for receiving federal funds from the California State Water Resources Control Board for the Requa Interceptor Project.

**ACTION TAKEN:**

**MOTION:** DIRECTOR COLEMAN made a motion to receive and file as amended, the Comprehensive Annual Financial Report (CAFR) and Single Audit Report for the Valley Sanitary District for the Fiscal Year ended June 30, 2018. DIRECTOR TEAGUE seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2832**

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

3. Adoption of Policies and Procedures Chapters 1, 2 and 3

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Staff, along with the Administrative Committee, have updated and revised the current version of the District's Policies and Procedures, Chapters 1-3. For better efficiency, staff has compiled all policies and procedures 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. It is the intention to update the policies and procedures on a yearly basis. DIRECTOR COLEMAN questioned whether the board will be provided with the required hours of training indicated in section 2.5. Branden will look into setting the board members up with Target Solutions accounts that they may use to complete their required training and staff will also inform the Board of trainings as needed. DIRECTOR COLEMAN also inquired whether older Resolutions will be reviewed and updated. Mr. Glowitz insured him that staff is in the process of codifying all resolutions and ordinances and they will be reviewed and updated as needed.

**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to adopt the revised Valley Sanitary District's Policies and Procedures, Chapters 1, 2 and 3. DIRECTOR COLEMAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2833**

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

4. Consideration of Cancellation of the Board Meeting Scheduled for Tuesday, December 25, 2018

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The regular board meetings are scheduled for the second and fourth Tuesday of every month at 1:00 P.M. In December 2018, the fourth Tuesday falls on Christmas Day. It is recommended to cancel the board meeting of December 25, 2018.

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to cancel the board meeting of December 25, 2018. DIRECTOR WISEMAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2834**

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

5. General Manager’s Report

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The district holiday and board meeting list for next year were distributed. The Wastewater Revenue Refunding Bonds, Series 2015 interest payment was paid. Harris & Associates will be at the next board meeting to give a briefing on the Collection System Project. The Holiday Luncheon is on Wednesday, December 12, 2018 at 11 AM at Fantasy Springs Casino Buffet.

**ADJOURN TO CLOSED SESSION**

6. The Board shall adjourn to Closed Session -
- Consider Public Employment pursuant to Government Code Section 54957 for an Employee Review – General Manager
  - Conference with Labor Negotiations pursuant to Government Code Section 54957.6 for Unrepresented Employee – General Manager

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The Board adjourned to closed session at 1:57 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 2:40 p.m. Mr. Hargreaves stated that no reportable action was taken. The sub-committee will meet with the General Manager to review his evaluation. There were no changes to the proposed contract.

7. Adoption of Employment Contract – General Manager

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The General Manager’s Employment Agreement is up for renewal every three (3) years. The current General Manager’s Employment Agreement commenced on December 8, 2015 and continues through the end of business on December 7, 2018.

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to adopt an Employment Agreement with the General Manager, and authorize the Board President to execute the agreement. DIRECTOR DURAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2835**

AYES: Director(s) Duran, Teague, York, Wiseman  
NOES: Director Coleman

ABSENT: None  
ABSTAIN: None

**DIRECTOR'S ITEMS**

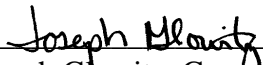
*Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.*

The General Manger has been directed to move forward with the District's ACWA membership.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:48 p.m., and the next Regular Board Meeting will be held November 27, 2018.

Respectfully submitted,

  
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Joseph Glowitz, General Manager  
Valley Sanitary District