

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

February 14, 2017

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 14, 2017.

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, Eric Davenport, and William Teague
- DIRECTORS ABSENT: None
- STAFF PRESENT: Joseph Glowitz, General Manager, Holly Gould, Mike Lopanec, Oscar Iniguez, Ian Wilson, Kenny Kepley, Paul Kemp and Brian Sprueill
- GUESTS: None

CONSENT ITEMS

- a. Consideration of the January 24, 2017 Regular Board Meeting Minutes
- b. Approval of Expenditures for January 19, 2017 to February 8, 2017

Check numbers 34655 to 34713 totaling \$178,737.51 and a transfer of \$1,152,348.47 were issued, as well as \$88,685.05 in payroll transfers.

ACTION TAKEN:

MOTION: DIRECTOR DURAN made a motion to approve the minutes for the Regular Board Meeting held January 24, 2017, and to pay the disbursement items as presented. DIRECTOR DAVENPORT seconded the motion. Motions carried by the following vote: 5 yes

MINUTE ORDER NO. 2017-2632

PUBLIC COMMENTS

There were no public comments or correspondence items to present to the Board.

EMPLOYEE PRESENTATION

2. Presentation of Employee Anniversary Pins
- Tito Moreno – 12 years
 - Kenny Kepley – 11 years
 - Paul Kemp – 7 years
 - Brian Sprueill – 5 years

The Board presented Tito, Kenny, Paul, and Brian with their anniversary pins and thanked them for their contribution and years of service to the District. Mr. Glowitz also introduced Oscar to the Board.

NON-HEARING ITEMS

3. Requa Interceptor Project Report Number 9

Construction is now complete from the VSD plant to the intersection of Requa Avenue and Towne Street including final paving. Sewer main installation is complete on Requa Avenue up to Monroe Street. The contractor continues to find unmarked and unknown utilities but at a lower rate than through downtown. It is anticipated that this rate will continue to drop as construction heads west. During the week of February 6, 2017, night work will be required as construction crosses Monroe Street. It is anticipated that construction will be beyond Monroe Street on Shadow Palm Avenue by the time the Date Festival opens on February 16, 2017. Final paving will be installed from Towne Street to Arabia Street on February 13 and 14, 2017. Traffic will be fully open along this stretch after the completion of final paving. The total number of Potential Change Orders (PCOs) is 63. Change Order No. 8 contains PCO numbers 51-61 for an amount \$71,276.44. DCI, Inc. submitted a progress payment request for work completed to date.

ACTION TAKEN:

MOTION: DIRECTOR DAVENPORT made a motion to approve a progress payment to DCI, Inc. in the amount of \$880,218.92 and \$97,802.10 to be placed in a retention account and to approve Change Order No.8 for \$71,276.44. DIRECTOR DURAN seconded the motion. Motion carried by the following roll call vote:

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

MINUTE ORDER NO. 2017-2633

4. Administration Systems Update

MR. GLOWITZ gave an update of on-going and future administrative systems projects. These projects are currently underway or will be outlined in the upcoming 2017/2018 budget. A discussion took place regarding the Disaster and Recovery Plan. Information only item.

ACTION TAKEN:

MOTION: DIRECTOR DURAN made a motion to receive and file the Administration Systems Update. DIRECTOR TEAGUE seconded the motion. Motion carried by the following vote: 5 yes

MINUTE ORDER NO. 2017-2634

5. TargetSolutions Proposal for Training Portal

TargetSolutions delivers employee training that helps government agencies mitigate risk, reduce claims and save money. TargetSolutions' Water and Wastewater continuing education courses have been designed to fulfill both the safety and technical recertification requirements for all levels of water industry professionals. The District will be able to achieve compliance by meeting federal, state and local training mandates. Online training platform can automate year-end and new hire employee reports, and help automate the tracking of employee safety training programs.

ACTION TAKEN:

MOTION:

DIRECTOR WISEMAN made a motion to approve the purchase of TargetSolution's hosted online training management program for a total cost of \$2,135 and recurring annual fee of \$635. DIRECTOR DAVENPORT seconded the motion. Motion carried by the following roll call vote:

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

MINUTE ORDER NO. 2017-2635

6. NEOGOV Proposal for Recruitment and Employee Evaluations

NEOGOVS is the market leader in on-demand human resources software for the public sector. NEOGOV can help with recruitment by providing online job applications, reaching a much broader base of applicants, and streamlining the application process. Auto-scoring applicant tracking software, report capability, and transparency throughout the process help quickly manage all applicant and recruiting data throughout the applicant selection process. Online performance evaluation forms automate year-end and probationary employee appraisals and help automate the employee evaluation process.

ACTION TAKEN:

MOTION:

DIRECTOR DAVENPORT made a motion to approve the purchase of NEOGOV's hosted solutions to recruit, select, and evaluate our workforce for a total cost of \$12,815 with an annual recurring cost of \$6,815. DIRECTOR DURAN seconded the motion. Motion carried by the following roll call vote:

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

MINUTE ORDER NO. 2017-2636

7. General Manager's Report

Three solar panels were stolen recently. Staff is working on an increased security plan for that area of the plant. The decommissioning of the biological ponds is moving forward. The first set of diffusers has arrived. The lift stations are undergoing routine repairs. Staff is working on the District newsletter for distribution March 2017.

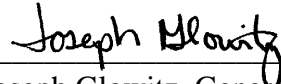
DIRECTOR'S ITEMS

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

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:58 p.m., and the next Regular Board Meeting will be held February 28, 2017.

Respectfully submitted,



Joseph Glowitz, General Manager
Valley Sanitary District