

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
June 14, 2016**

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, June 14, 2016.

**CALL TO ORDER, ROLL CALL**

1. PRESIDENT YORK called the meeting to order at 1:01 p.m. Those in attendance were as follows:

DIRECTORS PRESENT: Douglas A. York, Mike Duran, Merritt Wiseman, William Teague, and Eric Davenport

DIRECTORS ABSENT: None

STAFF PRESENT: Joseph Glowitz, General Manager, Holly Gould, Joanne Padgham, and Ian Wilson

GUESTS: None

**CONSENT ITEMS**

a. Consideration of the May 24, 2016 Regular Board Meeting Minutes

b. Approval of Expenditures for May 19, 2016 to June 8, 2016

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Check numbers 33931 to 33988 totaling \$409,459.83 and a transfer of \$20,977.74 were issued, as well as \$89,962.65 in payroll transfers.

**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to approve the minutes for the Regular Board Meeting held May 24, 2016, DIRECTOR DAVENPORT seconded the motion and DIRECTOR WISEMAN made a motion to pay the disbursement items as presented. DIRECTOR TEAGUE seconded the motion. Motions carried by the following vote: 5 yes

**MINUTE ORDER NO. 2016-2553**

**PUBLIC COMMENTS**

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

**EMPLOYEE RECOGNITION**

2. Presentation of Employee Anniversary Pin
- Ian Wilson – 13 years
  - Andy Boyd – 7 years
  - Nicholas Castaneda – 2 years

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The Board presented Ian with his anniversary pin and thanked him for his contribution and years of service to the District. Andy and Nicholas were absent from the meeting.

**NON-HEARING ITEMS**

3. Consideration of Budget Carryovers

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The District has many projects that were started in Fiscal Year 2015/2016 that will be completed in Fiscal Year 2016/2017. The estimated amount to be carried over to Fiscal Year 2016/2017 is \$820,500.

**ACTION TAKEN:**

**MOTION:** DIRECTOR WISEMAN made a motion to authorize the list of budget carryovers from Fiscal Year 2015/2016 to Fiscal Year 2016/2017. 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. 2016-2554**

**PUBLIC HEARING**

4. Public Hearing to adopt the Fiscal Year 2016/2017 Operations & Maintenance Budget and Capital Improvement Program, Fees and Charges Resolutions, and a Resolution Establishing the Appropriations Limit Pursuant to Government Code Section 6062a.

- A. General Notice and Call**
- B. President Announces Public Hearing Procedures**
- C. General Manager’s Report**
- D. President Declares Public Hearing Open**
- E. Public Comments**
- F. President Declares Public Hearing Closed**
- G. Board Discussion**
- H. Consideration of Resolution**

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PRESIDENT YORK asked MR. GLOWITZ to give a brief summary of the actions leading up to the Public Hearing. MR. GLOWITZ stated that a notice of the hearing was published in the Desert Sun newspaper on May 1, 2016 and May 15, 2016. PRESIDENT YORK declared the public hearing open at 1:11 p.m. after giving the procedures to be followed by any public testimony. MR. GLOWITZ explained that there were four resolutions to be addressed. The following changes have been made to the draft budget; Administration/Board expenses have been increased by \$49,300, Operations-Fund 11 has been decreased by \$49,300, and Operations-Fund 12 has been increased by \$49,300. The above changes have a zero (0) net effect on the Operations & Maintenance Budget and Capital Improvement Program for Fiscal Year 2016/2017. PRESIDENT YORK declared the public hearing closed at 1:17 p.m.

4.A Consideration of Resolution Establishing and Adopting the Operations & Maintenance Budget and Capital Improvement Program for the Fiscal Year 2016/2017

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**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ESTABLISHING AND ADOPTING THE OPERATIONS & MAINTENANCE BUDGET AND CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR 2016/2017”**

**ACTION TAKEN:** DIRECTOR TEAGUE made a motion to adopt Resolution No. 2016-1087. DIRECTOR DURAN seconded the motion. Motion carried by the following roll call vote:

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

**RESOLUTION NO. 20156-1087**

4.B Consideration of Resolution Amending Fees & Charges for District Services for Fiscal Year 2016/2017

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**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING FEES AND CHARGES FOR DISTRICT SERVICES”**

**ACTION TAKEN:** DIRECTOR DURAN made a motion to adopt Resolution No. 2016-1088. DIRECTOR DAVENPORT seconded the motion. Motion carried by the following roll call vote:

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

**RESOLUTION NO. 2016-1088**

4.C Consideration of Resolution Amending the Compensation Plan for Fiscal Year 2016/2017

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**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING THE EMPLOYEE COMPENSATION PLAN FOR FISCAL YEAR 2106/2017”**

**ACTION TAKEN:** DIRECTOR DAVENPORT made a motion to adopt Resolution No. 2016-1089. DIRECTOR TEAGUE seconded the motion. Motion carried by the following roll call vote:

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

**RESOLUTION NO. 2016-1089**

4.D Consideration of Resolution Establishing the Annual Appropriations Limit for Fiscal Year 206/2017

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**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ESTABLISHING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016/2017”**

**ACTION TAKEN:** DIRECTOR TEAGUE made a motion to adopt Resolution No. 2016-1090. DIRECTOR DAVENPORT seconded the motion. Motion carried by the following roll call vote:

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

**RESOLUTION NO. 2016-1090**

**NON-HEARING ITEMS**

5. Approval of Blanket Purchase Orders by Vendor

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District staff has reviewed the purchases for the past fiscal year and the expenditures outlined within the Operations & Maintenance Budget for 2016/2017. Staff was able to identify \$1,953,725 of purchases which are done within the normal course of business as exempt goods and services. The current District purchasing policy no. 5.55 adopted March 26, 2013 qualifies many of the vendors as exempt from approval and subject to a blanket purchase order as the purchasing mechanism.

**ACTION TAKEN:**

**MOTION:** DIRECTOR WISEMAN made a motion to approve the proposed request for blanket purchase orders as submitted. 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. 2016-2555**

6. Set a Public Hearing Date for July 26, 2016 – Determining Certain Accounts to be Delinquent and Directing the Placement of these Accounts on the Property Tax Rolls for Collection

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Annually, District staff reviews the outstanding invoices of all properties that have not paid their invoices for various fees. In order to collect the unpaid charges and to ensure adequate procedural due process is provided, a Public Hearing date is required and notice is sent to each specific property and posted on the District website. At the public hearing the Board of Directors will be asked to adopt a resolution allowing the delinquent invoices to be placed on the property tax roll for collection. At this time, there are no delinquencies. The Board took this time to recognize Karen Hopper for her outstanding efforts. Mr. Glowitz also thanked the Administration & Finance Department for their hard work.

**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to set a public hearing date for July 26, 2016 to consider placing delinquent service charges on the county tax rolls. DIRECTOR TEAGUE 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. 2016-2556**

7. Authorization for Purchase of New Copier

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The District's current copier, Canon iRC2880, was purchased on October 10, 2007 for a cost of \$8,458.38. The copier is almost nine (9) years old and replacement parts are no longer available. It is recommended that the Board of Directors authorize the purchase of a new Canon imageRUNNER C 3325i from Innovative Document Solutions for \$7,607.52.

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to authorize the purchase of a new Canon imageRUNNER C3325i from Innovative Document Solutions for \$7,607.52. 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. 2016-2557**

8. Award the Geotechnical & Materials Testing Contract for the Requa Interceptor Project

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The District has solicited eleven (11) proposals through a Request for Proposal (RFP) process for the Geotechnical & Materials Testing Contract for the Requa Interceptor Project. Based on a Qualification Based Selection (Government Code 4526), the proposal from SCST, Inc. was more responsive to the requirements of the RFP. It is recommended to award the Geotechnical & Materials Testing contract to SCST, Inc. for a not to exceed amount, including a 10% contingency, of \$212,000.

**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to award the Geotechnical & Materials Testing Contract to SCST, Inc. and authorize the General Manager to execute a professional services contract not to exceed \$212,000. DIRECTOR TEAGUE 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. 2016-2558**

9. General Manager's Report

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The Notice to Proceed for the Requa Interceptor Project was issued on June 7, 2016. The SRF loan was approved and will cover all work beginning from May 31, 2016, forward. The LAFCO land transfer at Westward Ho is complete. MR. GLOWITZ distributed a year end summary of the District's Wellness Program. Anna Bell has been promoted to Operator III/Lab Technician and the District has made offers to two individuals for the associate engineer and environmental compliance positions. They are due to start July 11, 2016. MR. GLOWITZ has met again with Schneider Electric and will come to the Board for direction. The decommissioning of the Wetlands continues.

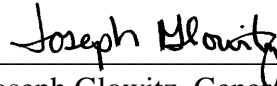
**DIRECTOR'S ITEMS**

*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 2:14 p.m., and the next Regular Board Meeting will be held June 28, 2016.

Respectfully submitted,



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Joseph Glowitz, General Manager  
Valley Sanitary District