

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

November 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, November 14, 2017.

**CALL TO ORDER, ROLL CALL**

1. PRESIDENT YORK called the meeting to order at 1:00 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, and Ron Buchwald
- GUESTS: Dennis Coleman

**CONSENT ITEMS**

- a. Consideration of the October 24, 2017 Regular Board Meeting Minutes
- b. Approval of Expenditures for October 19, 2017 to November 7, 2017

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Check numbers 35563 to 35627 totaling \$128,140.66 and transfers of \$787,267.06 were issued.

**ACTION TAKEN:**

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

**MINUTE ORDER NO. 2017-2722**

**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.*

**ADJOURN TO CLOSED SESSION**

2. The Board shall adjourn to Closed Session – Consider Public Employment Pursuant to Government Code Section 54957 for an Employee Review – General Manager.

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The Board adjourned to closed session at 1:01 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 1:41 p.m. PRESIDENT YORK stated that a review committee was formed for the General Manager's employee evaluation.

## NON-HEARING ITEMS

### 3. Consideration to Authorize Surplus of Equipment

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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 These items have been replaced by newer items and are no longer needed. Items are classified as electronic waste, scrap, and to be sold through GovDeals.

#### **ACTION TAKEN:**

**MOTION:** DIRECTOR DAVENPORT made a motion to authorize surplus of the items listed on the Valley Sanitary District Equipment Disposition Forms (2) in accordance with VSD Policy 3030: Fixed-Asset Accounting Control. DIRECTOR DURAN seconded the motion. Motion carried by the following roll call vote:

#### **MINUTE ORDER NO. 2017-2723**

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

### 4. Purchase of Two (2) Ford F150 Pickup Trucks

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Staff has identified two (2) trucks that need to be replaced due to age and/or mileage. The 2000 Ford Ranger 4x4 and the 2007 F150 Crew Cab will be sold through GovDeals. The estimated surplus value is \$8,000 to \$10,000. Procurement of the new trucks is with Government concession pricing.

#### **ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to authorize the purchase of two (2) F150 pickup trucks in the amount of \$52,640.98. DIRECTOR DAVENPORT seconded the motion. Motion carried by the following roll call vote:

#### **MINUTE ORDER NO. 2017-2724**

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

### 5. Award of Contract Boiler Maintenance Service Contract from California Boiler

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This service agreement includes biannual maintenance to ensure compliance with all South Coast Air Quality Management District (SCAQMD) requirements. California Boiler's preventive maintenance and annual inspection programs are tailored to provide periodic monitoring of the District's boiler systems to ensure minimal downtime and maximum operating efficiency. The plan also includes a Planned Preventive Maintenance (PPM) service that incorporates all required system monitoring and key maintenance services. California Boiler's PPM system ensures the long-term efficiency and reliability of the District's boiler system. This is a specialized service which necessitates a sole source procurement and is a multi-year contract to be completed in Fiscal Year 2021/22.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR TEAGUE made a motion to authorize the General Manager to enter into a non-binding five (5) year maintenance service contract with California Boiler for a total amount of \$60,299.40. DIRECTOR WISEMAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2017-2725**

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

6. Requa Interceptor Project Report Number 18

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Construction of the Requa Interceptor is now complete including all interconnections. The remaining miscellaneous work includes final paving (scheduled for November 16, 2017), traffic striping, traffic loops, manhole concrete collars, and replacing the survey monuments. This remaining work is anticipated to be completed by the end of November. The project final inspection by the State Water Quality Control Board is planned for Thursday, December 20, 2017. Change Order No. 16 contains PCO numbers 119 thru 123 for an amount of \$161,008.62. 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 \$413,909.65 and \$21,784.67 to be placed in a retention account, and to approve Change Order No.16 for \$161,008.62. DIRECTOR DURAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2017-2726**

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

7. Consideration of Cancellation of the Board Meeting Scheduled for Tuesday, December 26, 2017

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Due to the second board meeting in December falling on the day after Christmas it was discussed to cancel the meeting. Informational item.

8. Award of Contract – Emergency Repair, 6-inch sewer main, Jackson Alley

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In October 2017, a jetting hose got lodged in a section of pipe in an alleyway adjacent to Jackson Street. Downing Construction made the initial emergency repair to free the hose and repair 25 feet of cast-iron pipe that had disintegrated. There is 110 feet of cast-iron pipe that still needs to be replaced. Since Downing Construction is already mobilized they will be able to perform the work at a reduced rate.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR TEAGUE made a motion to award a contract for emergency repairs on a six (6) inch sewer main to Downing Construction, Inc., and authorize the General Manager to execute a construction contract not to exceed \$27,500. DIRECTOR DAVENPORT seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2017-2727**

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

9. General Manager's Report

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The Pun Group will present the audit reports and CAFR at the November 28, 2017 board meeting. The Carport and Shade Structure Project is 95 percent complete. Design of phase 2 of the Anti-Climb Fence Project is complete. Phase 2 construction should begin mid November 2017. The District received the Permit to Operate the flare from South Coast AQMD. The District will be closed November 23-24, 2017 for the Thanksgiving holiday. The Holiday Luncheon will be December 5, 2017. The holiday list and board meeting schedule for 2018 was distributed.

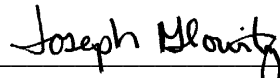
**DIRECTOR'S ITEMS**

*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 2:29 p.m., and the next Regular Board Meeting will be held November 24, 2017.

Respectfully submitted,



Joseph Glowitz, General Manager  
Valley Sanitary District