

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
June 26, 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, June 26, 2018.

**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, William Teague, and Dennis Coleman
- DIRECTORS ABSENT: None
- STAFF PRESENT: Joseph Glowitz, General Manager, Holly Gould, and Ron Buchwald
- GUESTS: None

**CONSENT ITEMS**

- a. Consideration of the June 12, 2018 Regular Board Meeting Minutes
- b. Approval of Summary of Cash & Investments for May, 2018
- c. Approval of Expenditures for June 7, 2018 to June 20, 2018

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Check numbers 36252 to 36290 totaling \$462,731.77 and payroll & electronic transfers of \$168,191.17 were issued. PRESIDENT YORK abstained from the vote due to his absence at the June 12, 2018 board meeting.

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to approve the minutes for the Regular Board Meeting held June 12, 2018, to approve the Summary of Cash & Investments for May, 2018 and to pay the disbursement items as presented. DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 4 yes

**MINUTE ORDER NO. 2018-2791**

**PUBLIC COMMENTS**

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

**NON-HEARING ITEMS**

2. 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 These items have been replaced by newer items and are no longer needed.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 and scrap.

**ACTION TAKEN:**

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

**MINUTE ORDER NO. 2018-2792**

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

3. Award Task Authorization No. 4 – Stantec, Inc. Collection System Master Plan Update

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The District has an Indefinite Quantity / Indefinite Delivery (IDIQ) As-Needed contract with Stantec (MWH Global). The purpose of this study is to update the Collection System Master Plan, in conjunction with the Program and Design Management, for the collection system infrastructure project. The purposes of this update are refining previous population projections, updating the sewer model with current observed flows and recently added infrastructure improvements and verifying the capital improvement recommendations from the master plan.

**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to authorize the General Manager to execute Task Authorization 4 to Stantec Engineers to Update the Collection System Master Plan, not to exceed \$79,945. DIRECTOR COLEMAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2793**

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

4. Operations Building Bathroom Repair Project Pay Application Number 1

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There has been one (1) unforeseen change during the course of this project. Change Order No. 1 is for cutting and removing the concrete foundation in each of the men’s showers, removal and replacement of the drains and for pouring of concrete at the correct pitch. Another change order will be forthcoming to cover the women’s bathroom. Armando Rosales Jr. submitted a progress payment request for work completed to date.

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to authorize the General Manager to approve pay application number 1 in the amount of \$13,549.37 and \$713.13 to be placed in retention and to approve change order no.1 for \$5,230.39. DIRECTOR DURAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2794**

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

5. Award of Contract – Indefinite Delivery/Indefinite Quantity As-Needed Consulting Services for Engineering, Planning & Environmental Services

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The District solicited proposals for consulting services for engineering, planning and environmental services for an Indefinite Delivery / Indefinite Quantity As-Needed services. The purpose of this solicitation was to pre-qualify consultants to perform consulting services in the near and intermediate future for District projects. Based on a Qualifications Based Selection (QBS) process including Firm capabilities, project experience, cost control, project management performance and the ability to respond to a wide variety of needs, staff recommends that each of the following firms be selected to be utilized for future assignments: Birdseye Planning Group, Carollo, Dudek, Harris & Associates, Hazen & Sawyer, and Stantec.

**ACTION TAKEN:**

**MOTION:** DIRECTOR COLEMAN made a motion to authorize the General Manager to execute Indefinite Delivery / Indefinite Quantity As-Needed Consulting Service contracts to the following consultants: Birdseye Planning Group, Carollo, Dudek, Harris & Associates, Hazen & Sawyer and Stantec. DIRECTOR DURAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2795**

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

6. Approve Extra Work Needed to Perform Sewer Main Point Repair to Borden Excavation, Inc.

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On May 22, 2018, the Board authorized the General Manager to execute a contract with Borden Excavation, Inc. to perform a sewer main point repair on Lemon Grove Street for a cost of \$12,406.85. This point repair was needed to repair a cracked sewer main. The sewer main was encased in concrete due to the shallow depth of the main. In order to make the repair, the contractor had to chip away at the concrete in order to expose enough of the sewer main to install a sewer main coupling to join the old pipe to the new pipe. With continued effort, the Contractor was able to find enough sewer main to make the connection. A total of 24 feet of sewer main was replaced. Although a 10% contingency was included in the previous authorization, it was exceeded by \$9,589.38

**ACTION TAKEN:**

**MOTION:** DIRECTOR WISEMAN made a motion to authorize the General Manager to pay an extra work (change order) invoice to Borden Excavation, Inc. in an amount of \$10,829.53. DIRECTOR COLEMAN seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2018-2796**

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

7. General Manager's Report

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The financial audit filed work is scheduled for September 4-7, 2018. Staff is reviewing the assessor parcel billing information that is due to the County of Riverside before August 10, 2018. Staff is updating the Disaster Recovery and Business Continuity Plan. A public hearing is scheduled for July 24, 2018 for delinquent invoices to be placed in the county tax rolls. An administrative citation has been served to One Stop Shoppe. The Employee Appreciation luncheon is scheduled for July 25, 2018 at 11:00 a.m. MR. GLOWITZ distributed the travel policy and board compensation ordinance to the board members.

**DIRECTORS' ITEMS**

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

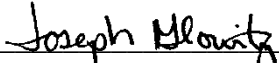
**INFORMATIONAL ITEMS**

The Board received and acknowledged the copy of the Combined Monthly Account Summary for expenses incurred by the District in May, 2018.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:54 p.m., and the next Regular Board Meeting will be held July 10, 2018.

Respectfully submitted,

  
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Joseph Glowitz, General Manager  
Valley Sanitary District