

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

November 28, 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 28, 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, William Teague, and Eric Davenport

DIRECTORS ABSENT: None

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

GUESTS: Kenneth Pun – The Pun Group  
Frances Kuo – The Pun Group  
Dennis Coleman  
Andy Fisichelli

**CONSENT ITEMS**

- a. Consideration of the November 14, 2017 Regular Board Meeting Minutes
- b. Approval of Summary of Cash & Investments for October 2017
- c. Approval of Expenditures for November 8, 2017 to November 22, 2017

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Check numbers 35529 to 35672 totaling \$154,659.61, and transfers, including payroll transfers of \$154,684.56 were issued.

**ACTION TAKEN:**

**MOTION:** DIRECTOR DAVENPORT made a motion to approve the minutes for the Regular Board Meeting held November 14, 2017, to approve the Summary of Cash & Investments for October, 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. 2017-2729**

**PUBLIC COMMENTS**

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

**NON-HEARING ITEMS**

3. Presentation of the Annual Audit Report and Comprehensive Annual Financial Report (CAFR) for the Valley Sanitary District for the Fiscal Year Ended June 30, 2017 by The Pun Group, Accountants & Advisors

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Kenneth Pun and Frances Kuo of The Pun Group presented the Annual Audit Report to the Board. They explained the different sections of the audit and their 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 TEAGUE made a motion to receive and file the Annual Audit Report and Comprehensive Annual Financial Report (CAFR) and Single Audit Report for the Valley Sanitary District for the Fiscal Years ended June 30, 2017 and 2016. DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 5 yes

**MINUTE ORDER NO. 2017-2730**

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

4. Annual Connection Capacity Fee Report

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Government Code Section 66013 requires a financial accounting of the transactions dealing with sewer connection capacity fees shall be made available to the public. The annual report showing actual values for the 2016-2017 fiscal year and estimated values for the 2017-2018 fiscal year was disclosed to the Board. Pursuant to Government Code Section 66013, this report is for review purposes only. A copy of this report was mailed to the Desert Valley Builders Association (DVBA) for review and comment on November 16, 2017.

**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to receive and file the annual Connection Capacity Fee Report in compliance with Government Code Section 66013. DIRECTOR WISEMAN seconded the motion. Motion carried by the following vote: 5 yes

**MINUTE ORDER NO. 2017-2731**

5. Carport & Shade Structure Project Pay Application Number 3

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This project is now complete minus a few minor items to be corrected (punch list items). These punch list items are expected to be completed by the end of the month. Retention will be held until all items are complete and all preliminary notices received are released. NR Development submitted a request for pay application number 3. Total number of Requests for Information to date is 6.

**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to approve a progress payment to NR Development in the amount of \$37,805.25 and \$1,989.75 to be placed in a retention account. DIRECTOR WISEMAN seconded the motion. Motion carried by the roll call vote:

**MINUTE ORDER NO. 2017-2732**

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

6. Consideration of Resolution Honoring Eric Davenport

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**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT HONORING ERIC DAVENPORT”**

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to approve Resolution No. 2017-1098 honoring Eric Davenport. DIRECTOR WISEMAN seconded the motion. Motion carried by the following roll call vote:

**RESOLUTION NO. 2017-1098**

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

7. General Manager’s Report

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Mr. Glowitz gave an update on the Requa Interceptor Project. Construction work is complete. Final paving, stripping, traffic loops, manhole covers, and the final punch list of items are all that remains. Pavement repair on Avenue 43 is complete. Construction of the carpools and shade structures is complete. There is a small punch list of items that remain. Construction of Phase 2 of the Anti-climb Fence project has begun. The Holiday Luncheon will be Tuesday, December 5 at 11 AM at Fantasy Springs Casino Buffet.

**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 1:44 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 2:11p.m. PRESIDENT YORK stated that the Board completed the employee review and came to a collective decision.

**DIRECTORS’ ITEMS**

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

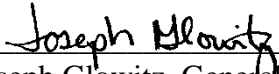
**INFORMATIONAL ITEMS**

The Board received and acknowledged the copy of the Combined Monthly Account Summary for expenses incurred by the District in October, 2017.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:12 p.m., and the next Regular Board Meeting will be held December 12, 2017.

Respectfully submitted,

  
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Joseph Glowitz, General Manager  
Valley Sanitary District