

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
July 9, 2013**

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, July 9, 2013.

**CALL TO ORDER, ROLL CALL**

1. PRESIDENT YORK called the meeting to order at 12:31 p.m. Those in attendance were as follows:

DIRECTORS PRESENT: Douglas A. York, Merritt Wiseman, William R. Teague, Richard Friestad, Mike Duran.

DIRECTORS ABSENT: None

STAFF PRESENT: Joseph Glowitz, General Manager, Holly Gould, and Kevin White

GUESTS: None

**MINUTES**

2. Consideration of the June 25, 2013 Regular Board Meeting Minutes

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**ACTION TAKEN:**

**MOTION:** DIRECTOR FRIESTAD made a motion to approve the minutes for the Regular Board Meeting held June 25, 2013. DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 5 yes.

**MINUTE ORDER NO. 2013-2180**

**PUBLIC COMMENTS**

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

**EMPLOYEE PRESENTATION**

3. Presentation of Employee Anniversary Pins  
➤ Kevin White – 6 years

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The Board of Directors presented Kevin White with his anniversary pin and thanked him for his contribution and years of service to the District.

**NON-HEARING ITEMS**

4. Plant Upgrade Project Report No. 21

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MR. GLOWITZ reported that the project is 97.9 percent complete, including approved change orders. The contractors are still waiting on the delivery of the boiler. The SCADA System integration is nearing

completion. Final system commissioning testing and acceptance will take place during July 2013. The seed sludge for the digester is expected to take place during August 2013 and the on-site paving and grading is now complete. Archer Western submitted a progress payment request for work completed to date. After this payment, the remaining project budget including contingency is \$1.7 million.

**ACTION TAKEN:**

**MOTION:** DIRECTOR WISEMAN made a motion to authorize payment of the 19th progress payment to Archer Western in the amount of \$395,882.99 and \$20,835.95 in retention to be placed in an escrow account. DIRECTOR FRIESTAD seconded the motion. Motion carried by the following vote: 5 yes.

**MINUTE ORDER NO. 2013-2181**

5. Consideration to Authorize Surplus of Equipment

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It is recommended that the Board authorize the surplus of items listed on the Equipment Disposition Form in accordance with VSD Policy 303: Fixed Asset Accounting Control. The items include a 2002 Ford Ranger, generator/boiler, 36" pipe, plotter, pictures/aerials and computer equipment.

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to authorize surplus of the items listed in the "Valley Sanitary District Equipment Disposition Form" in accordance with VSD Policy 3030: Fixed-Asset Accounting Control. DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 5 yes

**MINUTE ORDER NO. 2013-2182**

6. Approval of Blanket Purchase Orders Accounts

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MR. GLOWITZ reported that District staff has reviewed purchases from last fiscal year and has identified those purchases that are done within the normal course of business as exempt goods and services. The District's current purchasing policy no. 5.55 qualifies many of the listed vendors as exempt from approval and subject to a blanket purchase order as the purchasing mechanism.

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to approve the Blanket Purchase Order list for the 2013-2014 Fiscal Year. DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 5 yes.

**MINUTE ORDER NO. 2013-2183**

7. Consideration of Capital Carryovers

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MR. GLOWITZ informed the Board that many of the projects started in Fiscal Year 2012/2013 will be completed in Fiscal Year 2013/2014. It is recommended to authorize the Capital Budget Carryovers from 2012/2013 to 2013/2014 for the estimated amount of \$1,813,942. MR. GLOWITZ also stated that this is a routine accounting practice used by many other special districts but has yet to be implemented by our district.

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to authorize the attached list of Capital Budget Carryovers from Fiscal Year 2012/2013 to Fiscal Year 2013/2014 for the estimated amount of \$1,813,942 . DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 5 yes.

**MINUTE ORDER NO. 2013-2184**

8. Consideration of Resolution for Rates for Sewer Use

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**MR. GLOWITZ** informed the Board that this resolution was originally omitted because there was no increase in our Sewer Use rates. The County of Riverside Assessors office notified us that we are required to submit a certified copy to the County of Riverside Assessors office each year with our tax roll submittal, whether or not there is an increase in Sewer Use rates.

**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT FOR RATES FOR SEWER USE FOR FISCAL YEAR 2013/2014.”**

**ACTION TAKEN:**

**MOTION:** DIRECTOR WISEMAN made a motion to adopt Resolution No. 2013-1047 for Rates for Sewer Use for Fiscal Year 2013/2014. DIRECTOR FRIESTAD seconded the motion. Motion carried by the following roll call vote:

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

**RESOLUTION NO. 2013-1047**

9. Consideration and Recommendation to Agree with the Findings of the Riverside County Grand Jury Report

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It is recommended that the Board agree with three findings of the Riverside County Grand Jury report, dated June 28, 2013, two of which involve Valley Sanitary District. The first recommendation involves part-time directors reducing benefits before sewer rates are raised and the second recommendation involves providing access to public documents, including financial, contractual, and budgetary and compensation information for directors and general managers.

**ACTION TAKEN:**

**MOTION:** DIRECTOR TEAGUE made a motion to agree with the findings of the Riverside County Grand Jury report, dated June 28, 2013. DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 5 yes.

**MINUTE ORDER NO. 2013-2185**

10. Manager's Notes

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MR. GLOWITZ stated that Joanne Padgham completed her training and the directors that are up for re-election can register their paperwork with her.

**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.*

**CONSENT ITEMS**

11. Approval of Expenditures for June 19, 2013 to July 2, 2013

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Check numbers 30273 to 30349 totaling \$211,200.36 were issued, as well as, three ACH payments totaling \$1,172,979.57. Payroll checks numbers 8569 to 8574 totaling \$4,623.47 and payroll transfers of \$70,628.76 were also issued.

**ACTION TAKEN:**

**MOTION:**

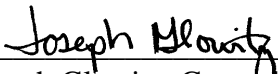
DIRECTOR TEAGUE made a motion to pay the disbursement items as presented.  
DIRECTOR FRIESTAD seconded the motion. The motion carried by the following vote: 5 yes

**MINUTE ORDER NO. 2013-2186**

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:23 p.m., and the next Regular Board Meeting will be held July 23, 2013.

Respectfully submitted,

  
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Joseph Glowitz, General Manager  
Valley Sanitary District