

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
February 25, 2014**

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, February 25, 2014.

**CALL TO ORDER, ROLL CALL**

1. PRESIDENT YORK called the meeting to order at 12:30 p.m. Those in attendance were as follows:

DIRECTORS PRESENT: Douglas A. York, Merritt Wiseman, Richard Friestad, and Mike Duran

DIRECTORS ABSENT: William Teague

STAFF PRESENT: Joseph Glowitz, General Manager, (via telephone) and Holly Gould

GUESTS: None

**MINUTES**

2. Consideration of the February 11, 2014 Regular Board Meeting Minutes

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**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to approve the minutes for the Regular Board Meeting held February 11, 2014. DIRECTOR FRIESTAD seconded the motion. Motion carried by the following vote: 4 yes

**MINUTE ORDER NO. 2014-2253**

**PUBLIC COMMENTS**

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

**NON-HEARING ITEMS**

3. Consideration of the Proposal for Laserfiche Enterprise Content Management Solution from Incrementum

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The District is transitioning from paper format to an electronic medium to track, process and store documents. It is recommended to award a contract to Incrementum for implementation of an enterprise content management system designed to organize and manage documents, including consulting services and two scanners.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR WISEMAN made a motion to award a contract to Incrementum for \$14,000 and to authorize the General Manager to sign such contract. DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 4 yes

**MINUTE ORDER NO. 2014-2254**

4. Consideration of Renewing the Contract for Annual Administration of Assessment District No. 2004-VSD with Shepard & Staats, Inc.

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The existing contract with Shepherd and Staats, Inc. will be approaching the end of its five year service period for the Annual Administration of Assessment District No. 2004-VSD. It is recommended to renew the contact with Shepherd and Staats, Inc. for another five years.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR DURAN made a motion to renew the contact for Annual Administration of Assessment District No. 2004-VSD with Shepherd & Staats, Inc. for a five year term. DIRECTOR FRIESTAD seconded the motion. Motion carried by the following vote: 4 yes

**MINUTE ORDER NO. 2014-2255**

5. Manager's Notes

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MR. GLOWITZ reported that the District is exploring two options for trimming the bulrush at the Wetlands. One includes using an herbicide to control growth. The manhole rehabilitation and roach spraying projects are both underway. The Requa Interceptor project is moving forward. MR. GLOWITZ met with two solar companies and will give a report at the next board meeting. The draft budget will be presented to the Board in April.

**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**

6. Approval of Summary of Cash and Investments for January, 2014.
7. Approval of Expenditures for February 6, 2014 to February 19, 2014.

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Check numbers 31034 to 31087 totaling \$641,639.88 were issued. Payroll checks numbers 8684 to 8697 totaling \$9,252.99 and payroll transfers of \$121,325.54 were also issued.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR WISEMAN made a motion to acknowledge the Summary of Cash and Investments for January, 2014 and to pay the disbursement items as presented. DIRECTOR DURAN seconded the motion. The motion carried by the following vote: 4 yes.

**MINUTE ORDER NO. 2014-2256**

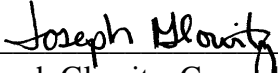
**INFORMATIONAL ITEMS**

The Board received and acknowledged the copy of the Combined Monthly Account Summary for Expenses incurred by the District in January, 2014.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 12:44 p.m., and the next Regular Board Meeting will be held March 11, 2014.

Respectfully submitted,

  
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Joseph Glowitz, General Manager  
Valley Sanitary District