

VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
March 26, 2013

A regular Board Meeting of the Governing Board of Valley Sanitary District was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, March 26, 2013.

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, William R. Teague,
Mike Duran and Richard Friestad

DIRECTORS ABSENT: None

STAFF PRESENT: Joseph Glowitz, Holly Gould and Mike Lopanec

GUESTS: Janet Malachowsky

MINUTES

2. Consideration of the March 12, 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 March 12, 2013. DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 5 yes.

MINUTE ORDER NO. 2013-2132

PUBLIC COMMENTS

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

NON-HEARING ITEMS

3. Update to Procurement and Purchasing Policy
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MR. GLOWITZ presented the board with an updated Procurement & Purchasing Policy. The revised policy corrects minor elements to the policy and adds a new section regarding debarment of contractors and service providers. The debarment policy is designed to protect the District by granting awards only to responsible contractors and service providers. If a contractor or service provider is placed on the District's debarment list, they remain there for 3 years. Public agencies can also use other agencies debarment lists and are usually posted on the agencies website.

PRESIDENT YORK suggests the debarment policy will be included in the District's public contracts going forward.

ACTION TAKEN:

MOTION: DIRECTOR TEAGUE made a motion to accept the Procurement and Purchasing Policy as amended. DIRECTOR DURAN seconded the motion. The motion carried by the following vote: 5 yes.

MINUTE ORDER NO. 2013-2133

4. Authorization to Purchase Bentley SewerGEMS Software and Training

The draft model for the Collection Systems Master Plan is ready. MR. GLOWITZ has recommended that the board approved the purchase of the Bentley SewerGEMS software needed to implement the hydraulic model at the district, as well as the maintenance and training required.

ACTION TAKEN:

MOTION: DIRECTOR DURAN made a motion to authorize the purchase of the Bentley SewerGEMS Hydraulic Model Software, Bentley Select Maintenance Agreement and Training for a total of \$21,641.14. DIRECTOR WISEMAN seconded the motion. The motion carried by the following vote: 5 yes.

MINUTE ORDER NO. 2013-2134

5. Presentation of Investment Options for District

MR. GLOWITZ reported that the District's Investment Policy is currently being evaluated for update. Janet Malachowsky from Morgan Stanley gave a presentation to the board informing them of other investment mechanisms that are available and that are being utilized by other public agencies to broaden their investments options, increase the rate of return, maintain security and provide liquidity of funds. DIRECTOR DURAN asked if there are any guidelines or restrictions in investments due to being a special district. MR. GLOWITZ stated the guidelines the District must follow are those set forth in our investment policy.

ACTION TAKEN:

MOTION: DIRECTOR WISEMAN made a motion to receive and file the information. DIRECTOR TEAGUE seconded the motion. The motion carried by the following vote: 5 yes.

MINUTE ORDER NO. 2013-2135

6. Comments on Imperial Western Products Sample Results of their Waste Byproduct

MR. GLOWITZ reported that the District was approached by Imperial Western Products (IPW), a bio-diesel processing facility in Coachella (outside VSD boundary), wanting to discharge their

fats, oils and grease into our plant. After testing a sample of the waste by-product provided by IPW, the results indicate a very high concentration of Total Dissolved Solids and Copper, among other metal constituents. By accepting the waste by-product, even at low volumes, the District could risk a potential violation of the NPDES permit, as well as enter into a formal pretreatment program and the construction of a receiving station at the plant. After careful consideration it is the consensus of the board not to accept IWP's waste by-product for treatment.

ACTION TAKEN:

MOTION: DIRECTOR TEAGUE made a motion to receive and file the information. DIRECTOR DURAN seconded the motion. The motion carried by the following vote: 5 yes.

MINUTE ORDER NO. 2013-2136

7. Award Contract to Borden Excavating, Inc. to Construct Detention Pond Access

As part of the plant expansion project, a detention basin was created along the westerly boundary of the District's site to capture excess storm water. One of the District's main trunk lines exists within this area and there are two manholes that will need to be accessed by the vector truck. It is necessary to construct access ramps for these manholes in this area. It is recommended that the board award the contact to Borden Excavating, Inc. for the amount not to exceed \$24,500 to construct the detention pond access ramps.

ACTION TAKEN:

MOTION: DIRECTOR FRIESTAD made a motion to award the contract to Borden Excavating, Inc. and to authorize the General Manager to sign the contract for the amount not to exceed \$24,500 for the construction of the detention pond access ramps. DIRECTOR TEAGUE seconded the motion. The motion carried by the following vote: 5 yes.

MINUTE ORDER NO. 2013-2137

8. Manager's Notes

MR. GLOWITZ informed the board that the AM/PM at Jackson and Ave. 42 is now open with a temporary certificate of occupancy for the Mini Mart. The draft budget study session will be on April 9, 2013. There is no sewer use rate increase anticipated for the new budget.

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.

PRESIDENT YORK attended Best, Best & Krieger's Open House.

CONSENT ITEMS

9. Approval of Summary of Cash and Investments for February, 2013.

10. Approval of Expenditures for March 7, 2013 to March 20, 2013.

Check numbers 29936 to 29980 totaling \$286,260.24 were issued. Payroll check numbers 8520 to 8525 totaling \$3,911.45 and payroll transfers of \$70,990.36 were also issued.

ACTION TAKEN:

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

MINUTE ORDER NO. 2013-2138

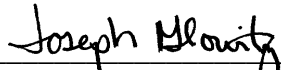
INFORMATIONAL ITEMS

The Board received and acknowledged the copy of the Combined Monthly Account Summary for Expenses incurred by the District in February, 2013.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:57 p.m., and the next Regular Board Meeting will be held April 9, 2013.

Respectfully submitted,



Joseph Glowitz, General Manager
Valley Sanitary District