

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

November 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, November 26, 2013.

CALL TO ORDER, ROLL CALL

1. PRESIDENT YORK called the meeting to order at 12:32 p.m. Those in attendance were as follows:

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

DIRECTORS ABSENT: None

STAFF PRESENT: Joseph Glowitz, Holly Gould and Ron Buchwald

GUESTS: Ajit Bhamrah, MWH Global
Oliver Slosser, MWH Global

MINUTES

2. Consideration of the November 12, 2013 Regular Board Meeting Minutes.

ACTION TAKEN:

MOTION: DIRECTOR DURAN made a motion to approve the minutes for the Regular Board Meeting held November 12, 2013. DIRECTOR WISEMAN seconded the motion. Motion carried by the following vote: 5 yes.

MINUTE ORDER NO. 2013-2223

PUBLIC COMMENTS

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

ADJOURN TO CLOSED SESSION

3. CLOSED SESSION
Confer with Legal Counsel – Anticipated Litigation
Pursuant to Government Code Section 54956.9 (b).

The Board adjourned to closed session at 12:33 p.m. to consider anticipated litigation pursuant to Government Code Section 54956.9.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 12:53 p.m. PRESIDENT YORK stated that the Board gave the General Manager direction as how to proceed.

NON-HEARING ITEMS

4. Collection System Master Plan – Final Report

AJIT BHAMRAH from MWH Global gave a power point presentation on the final report of the Collection System Master Plan. The key objectives of the Master Plan are to provide an update to the 2003 Sewer Master Plan, create and calibrate a computer-based hydraulic model, evaluate the existing sewer collection system, address system deficiencies for existing conditions, as well as build-out and 5 year interim conditions and develop a phased capital improvement program with an emphasis on flow, age, and material deficiencies from the hydraulic model. DIRECTOR DURAN excused himself from the meeting at 1:07 p.m.

ACTION TAKEN:

MOTION: DIRECTOR TEAGUE made a motion to accept the 2013 Collection System Master Plan on behalf of the Valley Sanitary District. DIRECTOR FRIESTAD seconded the motion. Motion carried by the following vote: 4 yes.

MINUTE ORDER NO. 2013-2224

5. Consideration to Authorize Surplus of 1988 Ford Vactor Truck

Due to the South Coast Air Quality Management District's diesel air quality requirements, the vehicle can only be driven 50 hours per year and without considerable repairs, can no longer be used as a back-up Vactor Truck. The vehicle cannot be sold in California and trying to sell it out of state would not be cost efficient. It is recommended the vehicle be authorized for surplus.

ACTION TAKEN:

MOTION: DIRECTOR TEAGUE made a motion to authorize the surplus of the 1988 Ford Vactor Truck listed on the "Valley Sanitary District Equipment Disposition Form" in accordance with VSD Policy 3030: Fixed-Asset Accounting Control. DIRECTOR FRIESTAD seconded the motion. Motion carried by the following vote: 4 yes.

MINUTE ORDER NO. 2013-2225

6. Purchase of Information System Equipment

To ensure information systems security as well as provide Virtual Private Network (VPN) access for District staff to access the SCADA System remotely, the District must upgrade its information security to prevent unauthorized access to the District's information systems network. It is also recommended that additional CATV cameras be installed along the backside of the plant since the District's fiber network has been expanded.

ACTION TAKEN:

MOTION: DIRECTOR WISEMAN made a motion to authorize the purchase of information systems equipment to enhance the physical and digital security of Valley Sanitary District infrastructure for \$19,741.32. DIRECTOR FRIESTAD seconded the motion. Motion carried by the following vote: 4 yes.

MINUTE ORDER NO. 2013-2226

7. Consideration to Authorize Turblex Blower Inspection

The three Turblex Blowers installed in during the previous plant expansion have reached their recommended hours of operation and are due for inspection.

ACTION TAKEN:

MOTION: DIRECTOR TEAGUE made a motion to authorize Siemens Service Division to conduct a complete inspection of all three Turblex Blowers for an estimated cost of \$74,701. DIRECTOR WISEMAN seconded the motion. Motion carried by the following vote: 4 yes.

MINUTE ORDER NO. 2013-2227

8. Consideration of Resolution to Join Coachella Valley Integrated Water Management Working Group as a Voting Member

“A RESOLUTION TO JOIN COACHELLA VALLEY INTEGRATED MANAGEMENT WORKING GROUP AS A VOTING MEMBER”

ACTION TAKEN:

MOTION: DIRECTOR TEAGUE made a motion to adopt Resolution No. 2013-1049 to Join Coachella Valley Integrated Water Management Working Group as a Voting Member. DIRECTOR FRIESTAD seconded the motion. Motion carried by the following roll call vote:

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

RESOLUTION NO. 2013-1049

9. Director Update Joint Powers Agreement

DIRECTOR WISEMAN stated that he and DIRECTOR DURAN met with Mike Wilson, Glenn Miller and Brian Macy of Indio Water Authority(IWA) to discuss the Joint Powers Agreement with the District and IWA/City of Indio. There has not been any new development since the last meeting and the attorneys for the City of Indio are still reviewing the agreement. DIRECTOR WISEMAN stated that the minutes of the meeting are available.

10. Revisions to Organization

After a review of job titles and descriptions and due to changes in staffing and responsibilities it is recommended that the following job titles changes be made:

Collection Systems Inspector I	to	Development Technician I
Collection Systems Inspector II	to	Development Technician II
Maintenance Helper	to	Maintenance Assistant
Office Manager	to	Administration & Finance Manager
Receptionist/Accounting Clerk	to	Records Management/Accounting Clerk

It is also recommended that two staff members receive job promotions to reflect their actual duties, responsibilities and knowledge requirements:

Development Technician I (Grade 11) to Development Technician II (Grade 16)
Receptionist/Accounting Clerk (Grade 6) to Records Management/Accounting Clerk (Grade 8)

ACTION TAKEN:

MOTION: DIRECTOR TEAGUE made a motion to concur with the revisions of the Districts organization. DIRECTOR WISEMAN seconded the motion. Motion carried by the following vote: 4 yes.

MINUTE ORDER NO. 2013-2228

11. Manager's Notes

MR. GLOWITZ reported that the issue with the three way valve has been resolved and the Digester is now working. The seed sludge is scheduled for delivery on December 16, 2013.

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

12. Approval of Summary of Cash and Investments for October, 2013.
13. Approval of Expenditures for November 8, 2013 to November 21, 2013.

Check numbers 30748 to 30790 totaling \$201,818.84 were issued, as well as payroll check numbers 8641 to 8646 totaling \$4,477.53 and payroll transfers of \$66,670.29 were also issued.

ACTION TAKEN:

MOTION: DIRECTOR WISEMAN made a motion to acknowledge the Summary of Cash and Investments for October, 2013 and to pay the disbursement items as presented. DIRECTOR TEAGUE seconded the motion. The motion carried by the following vote: 4 yes.

MINUTE ORDER NO. 2013-2229

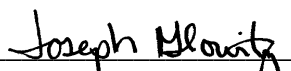
INFORMATIONAL ITEMS

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

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:31 p.m., and the next Regular Board Meeting will be held December 10, 2013.

Respectfully submitted,



Joseph Glowitz, General Manager
Valley Sanitary District