

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
March 26, 2019**

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, March 26, 2019.

CALL TO ORDER, ROLL CALL

1. PRESIDENT MIKE DURAN called the meeting to order at 2:00 p.m. Those in attendance were as follows:

DIRECTORS PRESENT: Mike Duran, William Teague, Dennis Coleman, Debra Canero and Scott Sear

DIRECTORS ABSENT: None

STAFF PRESENT: Joseph Glowitz, General Manger, Holly Gould, Ron Buchwald, Joanne Padgham, and Branden Rodriguez

GUESTS: Carmen Duran
Sandy DeTamblo
Bob Hargreaves, Best Best & Krieger
Heather Renschler, Ralph Andersen & Associates

CONSENT ITEMS

- a. Consideration of the March 12, 2019 Regular Board Meeting Minutes
- b. Approval of Cash and Investments for February 2019
- c. Approval of Expenditures for March 7, 2019 to March 20, 2019

Check numbers 36995 to 37034 totaling \$333,856.57 and transfers of \$4,889.70 were issued.

ACTION TAKEN:

MOTION: SECRETARY COLEMAN made a motion to approve the minutes for the Regular Board Meeting held March 12, 2019, approve the Summary of Cash & Investments for February, 2019, and pay the disbursement items as presented. VICE PRESIDENT TEAGUE seconded the motion. Motion carried by the following vote: 4 yes

MINUTE ORDER NO. 2019-2876

PUBLIC COMMENTS

This is the time set aside for public comment on any item not appearing in the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.

OATH OF OFFICE

Administer Oath of Office to Appointed Director

Debra Canero was sworn in to fill the vacancy created by the retirement of Douglas A. York, for a term ending December 6, 2020. MS. GOULD administered the oath of office to the newly appointed Director.

NON-HEARING ITEMS

2. Consideration of Resolution No. 2019-1111 Honoring Douglas A. York

“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT HONORING DOUGLAS A. YORK”

DIRECTOR COLEMAN read the Resolution out loud.

ACTION TAKEN:

MOTION: VICE PRESIDENT TEAGUE made a motion to adopt Resolution No. 2019-1111 honoring Douglas A. York. DIRECTOR SEAR seconded the motion. Motion carried by the following roll call vote:

RESOLUTION NO. 2019-1111

AYES:	Director(s) Canero, Coleman, Duran, Sear, Teague
NOES:	None
ABSENT:	None
ABSTAIN:	None

3. Discussion of Board of Director’s Handbook & the Brown Act

Mr. Bob Hargreaves of Best Best and Krieger, the District’s legal counsel, presented the Board with information on the Valley Sanitary District’s Board of Directors policies and procedures, the Ethics and Sexual Harassment training required for all board members, conflicts of interest, and the Public Records Act. Mr. Hargreaves distributed a handout for the Brown Act and discussed it with the Board. This item was moved to the end of non-hearing items due to the attendance of legal counsel.

4. Engineering Report – EVRA Recycled Water Project

Two (2) reports were prepared for review by Indio Water Authority and Valley Sanitary District staff. One (1) was prepared by Hazen Sawyer (using state funding provided by Proposition 84 funds through the Coachella Valley Integrated Water Management Group) to prepare a Recycled Water Program Development Feasibility Study Technical Memorandum Number 1. The other report was initiated by the East Valley Reclamation Authority (EVRA) to prepare an East Valley Reclamation Authority Reclaimed Water Financial Plan Study. These reports were provided to the Board for review, and further discussion at a subsequent Board meeting. The Board requested these reports be sent to staff at Indio Water Authority.

5. Grant of Easement Acceptance – Terra Lago Indio, LLC to Valley Sanitary District

The easement to be granted to Valley Sanitary District is located on the southeast corner of the proposed Terra Lago residential development for Tract No. 32341-11, at the intersection between Burano Place and Bardolino Way. The easement is twenty feet wide and approximately 150 feet long and is designed to provide sewer service to the adjacent Tract No. 29714 for future residential development.

ACTION TAKEN:

MOTION: SECRETARY COLEMAN made a motion to accept the Grant of Easement from Terra Lago Indio, LLC and authorize the General Manager to sign the Certificate of Acceptance for the easement grant deed for recording purposes. VICE PRESIDENT TEAGUE seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2877

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

6. Consideration to Schedule a Special Board Meeting for April 8, 2019

The regular board meetings are scheduled for the second and fourth Tuesday of every month at 1:00 P.M. Due to General Manager Applicant interviews it is recommended to schedule a special board meeting for Monday, April 8, 2019 at 10:00 A.M.

ACTION TAKEN:

MOTION: DIRECTOR SEAR made a motion to schedule a Special Board Meeting for Monday, April 8, 2019. VICE PRESIDENT TEAGUE seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2878

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

7. Award of Contract – Caselle, Inc. Integrated Permitting & Financial Software

The District sent out an RFP for an integrated permitting and financial program. Two (2) proposals were received. Caselle offered a total system solution that will include database management software, application software, data conversion, training, project implementation/administration, and on-going maintenance and support services for a not to exceed cost of \$117,417. This procurement is a qualifications-based selection (QBS). Desired qualifications include the range of experience with similar entities, quality control, planning, training, services provided and fee proposals. The District will also need to upgrade the computer hardware to handle the load of this software at an approximate cost of \$26,000.

ACTION TAKEN:

MOTION:

SECRETARY COLEMAN made a motion to authorize the General Manager to execute a contract with Caselle, Inc. to provide software and services not to exceed \$117,417 (includes set up charge of \$101,973, plus 1 year software assurance at \$15,444) and to authorize the General Manager to purchase needed hardware to house the new integrated permitting and financial software at a cost of approximately \$26,000. DIRECTOR SEAR seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2879

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

8. General Manager's Report

MR. GLOWITZ is working with ACWA to establish membership with the organization. The updated District website is moving forward. A mockup will be brought to the Board soon. The Prop 218 notices will be mailed out soon. The fence project and budget process are moving along. Staff has updated the New Employee Orientation Manual. The District will be hosting an employee BBQ to introduce the new board members to staff.

ADJOURN TO CLOSED SESSION

9. The Board shall adjourn to closed session to discuss labor negotiations pursuant to Government Code 54957 – General Manager

The Board adjourned to closed session at 3:03 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 4:36 p.m. PRESIDENT DURAN stated that there was nothing to report.

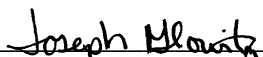
DIRECTOR'S ITEMS

Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 4:37 p.m., and the next Special Board Meeting will be held April 8, 2019.

Respectfully submitted,



Joseph Glowitz, General Manager
Valley Sanitary District