

**VALLEY SANITARY DISTRICT
MINUTES OF SPECIAL BOARD MEETING
July 16, 2019**

A special 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 16, 2019.

CALL TO ORDER, ROLL CALL

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

DIRECTORS PRESENT: Mike Duran, William Teague, Dennis Coleman (via telephone), Debra Canero, and Scott Sear

DIRECTORS ABSENT: None

STAFF PRESENT: Beverli A. Marshall, General Manager, Holly Gould, Ron Buchwald, Joanne Padgham, and James Mills

GUESTS: None

CONSENT ITEMS

- a. Consideration of the June 25, 2019 Regular Board Meeting Minutes
- b. Approval of Expenditures for June 20, 2019 to July 10, 2019

Check numbers 37342 to 37404 totaling \$197,690.22 and transfers of \$277,577.32 were issued.

ACTION TAKEN:

MOTION: VICE PRESIDENT TEAGUE made a motion to approve the minutes for the Regular Board Meeting held June 25, 2019 and pay the disbursement items as presented. DIRECTOR CANERO seconded the motion. Motion carried by the following vote: 5 yes

MINUTE ORDER NO. 2019-2918

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.

NON-HEARING ITEMS

2. Emergency Spending Authorization Approval – Replacement of Two (2) 24-inch Valves Feeding the Ponds

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- 1. There are two (2) 24-inch valves that control flow from the primary effluent to Pond 2 or to the North Cell. These valves are over 30 years old and have been difficult to operate (open and close) the past couple of years which led to the valve failure. The two (2) valves are located near the ponds and there are a lot of utilities in the area. Due to the proximity of the utilities, it was difficult to assess how long it would take to dig down to the valves to inspect them. The inspection revealed that the valves are very old and badly corroded, and therefore need to be replaced. Due to the age of the valves, replacement parts are not

available. The challenge is that in order to replace the valves, the pipeline entering the ponds needs to be plugged so that flow does not enter the excavation pit. This process will take a professional diver to perform. Borden Excavating put together a cost estimate to replace the valves. The quote came in at \$69,136.18, which includes hiring a professional diver for two (2) days. In order to perform the valve replacement, the primary clarifier effluent pipeline needs to be by-passed around the valves. This effort will be handled by staff. Staff is in the process of receiving quotes from two (2) different companies to rent pumps and the temporary piping to by-pass the main line into the ponds. Borden Excavating provided a time and material quote to excavate down to the two (2) 24-inch valves for a total cost of \$10,370 and a quote to replace the two (2) 24-inch valves, including divers, piping and other miscellaneous items for \$69,136. Based on the initial quotes from rental companies, the cost to rent the pump and pipeline is estimated at \$5,000 for a grand total of \$84,506. Emergency reserve funds will need to be used because these costs are not included in the current fiscal year budget. SECRETARY COLEMAN would like to discuss updating the General Manager's spending authority and he also thanked staff for their efforts during these repairs.

ACTION TAKEN:

MOTION: DIRECTOR CANERO made a motion to authorize emergency spending authority to the General Manager to replace two (2) 24-inch valves feeding the Ponds and use emergency reserve funds because these costs are not included in the current fiscal year budget. DIRECTOR SEAR seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2919

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

3. Request Authorization to Purchase Computer Hardware and Software for the Operations Asset Management Program

On February 13, 2018, the Board authorized the General Manager to enter into a consulting agreement with Carollo Engineering for a not to exceed amount of \$109,000 to assist in setting up an Asset Management Program for the Operations Department. Staff have been collecting the required data on all assets and they are nearing completion of this task. Staff is now ready to purchase the computer hardware and software needed to complete the Asset Management Program. The Collection's Department has used Lucy for its asset management needs for the past several years with great success. It is recommended to purchase computer hardware from Southwest Networks and software from Lucy for the Operations Department Asset Management Program, not to exceed \$72,000.

ACTION TAKEN:

MOTION: SECRETARY COLEMAN made a motion to purchase computer hardware and installation support from Southwest Networks for \$22,400 and purchase software, installation and training from Lucy for \$49,600 for the Operations Department Asset Management Program. VICE PRESIDENT TEAGUE seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2920

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

4. CalPERS Unfunded Accrued Liability (UAL) Lump Sum Payment

An annual lump-sum prepayment option is available for employer contributions to CalPERS. The lump-sum is a discounted amount compared to the sum of the twelve (12) monthly installments of \$38,805.04 for a total of \$465,660.48 for Tier I and twelve (12) monthly installments of \$837.48 for a total of \$10,049.76 for Tier II. Total combined monthly installments equal \$475,710.24. If the District remits \$459,350.00 by July 31, 2019, the annual savings will be \$16,360.24.

ACTION TAKEN:

MOTION: SECRETARY COLEMAN made a motion to approve the payment of \$459,350.00 to CalPERS for the annual lump-sum prepayment option for Fiscal Year 2019-2020. VICE PRESIDENT TEAGUE seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2921

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

5. Resolution to Participate in CSDA/Umpqua Bank Credit Card Program

The California Special District Association (CSDA) has negotiated with Umpqua Bank to provide a Purchasing Card Program for vendor payments, purchasing, or travel to members of the CSDA. The CSDA credit card program is designed specifically for Special Districts and offers a dividend at the end of each year.

“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AUTHORIZING AGREEMENT WITH UMPQUA BANK TO PARTICPATE IN THE CSDA DISTRICT PURCHASING CARD PROGRAM”

ACTION TAKEN:

MOTION: VICE PRESIDENT TEAGUE made a motion to adopt Resolution No. 2019-1121 authorizing staff to participate in the CSDA credit card program through Umpqua Bank. DIRECTOR CANERO seconded the motion. Motion carried by the following roll call vote:

RESOLUTION NO. 2019-1121

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

6. Discussion of Codification

A discussion took place as how to proceed with District Policies and Procedures regarding codification. Ms. Marshall stated that personnel and administrative policies are not generally included in the codification process. The Board supported the direction Ms. Marshall wanted to go with the process and keep the administrative and day to day procedures separate from the District codification.

7. Staff Notes

Mr. Buchwald reported that it looks favorable that the District will be reimbursed from FEMA for the expenses incurred during the emergency repair of the sewer main in the Whitewater Channel during the rain event in February 2019. Ms. Marshall informed the Board that staff has talked with NBS regarding the 2019/2020 rate analysis. NBS will use the information of the previous rate analysis and perform a more robust study and present a report that will be easier for the public to understand. She will bring this back before the Board at a later date. Lorenzo Yelder has joined the Operations Department as an Operator II. The Employee Appreciation Luncheon is scheduled for July 24, 2019 at 11:00 a.m. at the District.

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.

The CASA Conference will be August 21-23, 2019 in San Diego, California.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:45 p.m., and the next Regular Board Meeting will be held July 23, 2019.

Respectfully submitted,



Holly Gould, Clerk of the Board
Valley Sanitary District