

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
September 23, 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, September 23, 2014.

**CALL TO ORDER, ROLL CALL**

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

DIRECTORS PRESENT: Richard Friestad, Merritt Wiseman, Mike Duran, and William Teague

DIRECTORS ABSENT: Douglas A. York

STAFF PRESENT: Joseph Glowitz, General Manager, and Holly Gould

GUESTS: None

**MINUTES**

2. Consideration of the September 9, 2014 Regular Board Meeting Minutes
- 

**ACTION TAKEN:**

**MOTION:** DIRECTOR DURAN made a motion to approve the minutes for the Regular Board Meeting held September 9, 2014. DIRECTOR TEAGUE seconded the motion. Motion carried by the following vote: 4 yes

**MINUTE ORDER NO. 2014-2320**

**PUBLIC COMMENTS**

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

**EMPLOYEE PRESENTATION**

3. Presentation of Employee Anniversary Pins  
    ➤ Scott Graham – 24 years
- 

Scott Graham was in attendance at the Tri-State Seminar and was unable to attend the board meeting.

**ADJOURN TO CLOSED SESSION**

4. The board shall adjourn to closed session to consider Employment and Personnel Related Matters Relating to Discipline, Dismissal or Release of a Public Employee pursuant to Government Code Section 54957 (b).
-

The Board adjourned to closed session at 12:31 p.m. to consider Employment and Personnel Related Matters Relating to Discipline, Dismissal or Release of a Public Employee pursuant to Government Code Section 54957 (b).

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 12:55 p.m. VICE PRESIDENT FRIESTAD stated that there were no reportable actions taken in closed session.

**NON-HEARING ITEMS**

5. Confined Space Safety Equipment Purchase

---

While reviewing the current Confined Space Program, staff recognized that changes will need to be made to keep the Confined Space Entry / Confined Space Rescue Program in compliance with current OSHA regulations. It is recommended that the Board of Directors authorize the purchase of safety equipment for the confined space entry from J.G. Tucker & Son Inc. for a total cost of \$12,096.59.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR TEAGUE made a motion to authorize the purchase of safety equipment for confined space entry from J.G Tucker & Son Inc. for a total cost of \$12,096.59.

DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 4 yes

**MINUTE ORDER NO. 2014-2321**

6. Spectrophotometer Replacement

---

The current Spectrophotometer needs to be replaced due to aged equipment resulting in low accuracy and precision in the manufactured specs for laboratory results. The replacement of this instrument also includes the replacement to the Hach AutoCat 9000 for chlorine residual, which is requiring servicing costs to exceed \$1,000.00. The new instrument will contain appropriate interfacing for compliance with the LIMS project and laboratory updates.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR DURAN made a motion to authorize the purchase of a DR 3900 Spectrophotometer from Hach for a total cost of \$4,357.23. DIRECTOR WISEMAN seconded the motion. Motion carried by the following vote: 4 yes

**MINUTE ORDER NO. 2014-2322**

7. Laboratory Information Management System (LIMS)

---

It is recommended that the Board of Directors award a contract for the implementation of a Laboratory Information Management System (LIMS) to WaterTrax and authorize the General Manager to execute a professional services contract in the amount of \$9,900. The software is fully hosted, monitored, and maintained by WaterTrax and they have their own IT support staff. Our contract Laboratory is familiar and compatible with the software. All information put into the system is given back to us in Excel format.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR DURAN made a motion to award a contract for the implementation of a Laboratory Information Management System (LIMS) to WaterTrax and Authorize the General Manager to execute a professional services contract in the amount of \$9,900. DIRECTOR TEAGUE seconded the motion. Motion carried by the following vote: 4 yes

**MINUTE ORDER NO. 2014-2323**

8. Grant of Easement to the Valley Sanitary District from the Super Wal-Mart Center

---

Three sewer main easements are needed in order to provide sewer main collection service to several parcels within the Super Wal-Mart Center. The easements are 20-feet wide in total but due to land ownership by various owners there needed to be three separate easement grant deeds. These easements will allow VSD to perform maintenance and repairs to their sewer main facilities.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR WISEMAN made a motion to accept three separate Grant of Easements for the Super Wal-Mart Center and authorize the General Manager to sign the Certificate of Acceptance for each easement grant deed for recording purposes. DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 4 yes

**MINUTE ORDER NO. 2014-2324**

9. Set Public Hearing to Adopt the Amended Conflict of Interest Code

---

Biennially, in even years, a mandatory review is required for all public agencies to review their Conflict of Interest Codes. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions. Valley Sanitary District has not amended their Conflict of Interest Code since 2001. The proposed amended Conflict of Interest Code updates positions that have been re-named since the last code was approved. Valley Sanitary District must file their biennial notice with the County Board of Supervisors of Riverside County.

**ACTION TAKEN:**

**MOTION:**

DIRECTOR TEAGUE made a motion to set a public hearing date of November 25, 2014 to adopt the Amended Conflict of Interest Code and approve the Public Hearing Notice for publishing in the Desert Sun. DIRECTOR DURAN seconded the motion. Motion carried by the following vote: 4 yes

**MINUTE ORDER NO. 2014-2325**

10. Solar Project Update

---

The District is moving forward with a Request for Proposal to solicit proposals for a Design/Build procurement for a Solar Generating Facility located at the Water Reclamation Facility in Indio. Discussions with several vendors have brought additional information to light regarding the financing cost, around 10 – 12 percent, that

would be imbedded in any Power Purchase agreement. In light of the cash on hand, and the ability to secure State Revolving Funds at approximately two (2) percent, it is more advantageous to move forward with an outright purchase of the solar equipment as the yearly savings would be \$245,700 or approximately \$6,142,500 for a 25 year period, the warranty life of the panels.

11. Financial & Investment Report

---

The District is in the process of developing alternatives for project financing as well as alternatives for portfolio options for investing District reserve funds.

12. Manager's Notes

---

MR. GLOWITZ will be attending a CASA Funding Fair in Orange County. Joanne Padgham will attend the Coachella Valley Water Bond Presentation in Palm Desert. The East Valley Reclamation Authority meeting is scheduled for October 7 at 2:30 PM. The District is now an official voting member of the Coachella Valley Water Management Working Group.

**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**

13. Approval of Summary of Cash and Investments for August, 2014.

14. Approval of Expenditures for September 4, 2014 to September 17, 2014.

---

Check numbers 31745 to 31784 totaling \$161,434.43 were issued. Payroll checks numbers 8804 to 8808 totaling \$12,249.89 and payroll transfers of \$71,388.51 were also issued.

**ACTION TAKEN:  
MOTION:**

DIRECTOR WISEMAN made a motion to acknowledge the Summary of Cash and Investments for August, 2014 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. 2014-2326**

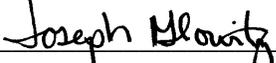
**INFORMATIONAL ITEMS**

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

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:44 p.m., and the next Regular Board Meeting will be held October 14, 2014.

Respectfully submitted,

  
\_\_\_\_\_  
Joseph Glowitz, General Manager  
Valley Sanitary District