

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
April 9, 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, April 9, 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, Debra Canero, and Scott Sear

DIRECTORS ABSENT: None

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

GUESTS: Hugh Curtis, Desert Cornerstone Insurance Services
Mathew List, Desert Cornerstone Insurance Services
Robert Hargreaves, Best Best & Krieger
Tom Tucker, KESQ

CONSENT ITEMS

- a. Consideration of the March 21, 2019 Special Board Meeting and March 26, 2019 Regular Board Meeting Minutes
- b. Approval of Expenditures for March 21, 2019 to April 3, 2019

Check numbers 37071 to 37112 totaling \$203,073.28 and transfers of \$134,195.38 were issued.

ACTION TAKEN:

MOTION: VICE PRESIDENT TEAGUE made a motion to approve the minutes for the Special Board Meeting held March 21, 2019, the minutes for the Regular Board Meeting held March 26, 2019 and pay the disbursement items as presented. SECRETARY COLEMAN seconded the motion. Motion carried by the following vote: 5 yes

MINUTE ORDER NO. 2019-2882

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.

Robert Hargreaves of Best Best & Krieger reported on the March 26, 2019 Closed Session that the Board approved to accept the General Manager's resignation effective May 1, 2019.

NON-HEARING ITEMS

2. Discussion of Insurance Renewal Proposal – Desert Cornerstone Insurance Services, Inc.

Hugh Curtis and Mathew List from Desert Cornerstone Insurance Services presented the insurance renewal proposal for the 2019/2020 fiscal year. Desert Cornerstone Insurance Services currently insures the District for property, general liability, management liability, inland marine, auto, umbrella and earthquake. Mr. Curtis made the Board aware of a new Environmental Pollution coverage that is now available. It was the interest of the Board that this coverage be included in an updated proposal. This is an information only item.

3. Epoxy Coating of Circular Clarifier Project Pay Application Number 1

The epoxy coating of circular clarifier number 3 is finished and has passed inspection. This project is now complete. A warranty inspection will be performed in approximately one year to verify the coating is still in good condition. There have been no change orders or requests for information. National Coating & Lining Company have submitted pay application 1 for \$124,750, which includes 5% retention.

ACTION TAKEN:

MOTION: SECRETARY COLEMAN made a motion to approve pay application 1 to National Coating & Lining Company for \$118,512.50, with \$6,237.50 to be placed in retention. DIRECTOR CANERO seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2883

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

4. Award of Contract and Task Authorization 2 – Collection System Program & Design Manager Project Phase 2

In 2018, the Board awarded Task Authorization 1 for the Collection System Program & Design Manager Project to Harris & Associates, Inc. This project phase is nearly complete. Phase 2 will be a multi-year project. Staff has been in negotiations with Harris to develop the second phase (Task 2) proposal and fee. The negotiated proposal (reduced in fee by \$45,170) is attached for review and is not to exceed \$553,740. This phase will continue the efforts of reviewing additional CCTV video inspections as well as programming several rehabilitation projects and designing sewer replacement projects.

ACTION TAKEN:

MOTION: SECRETARY COLEMAN made a motion to award Task Authorization 2 of the Collection System Program & Design Manager Project to Harris & Associates, Inc. and authorize the General Manager to execute a Master Services Contract - Task 2 not to exceed \$553,740. VICE PRESIDENT TEAGUE seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2884

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

5. Consideration to Authorize Surplus of Equipment

Staff has identified obsolete equipment that is no longer usable by the District. These items have been replaced by newer items and are no longer needed. In the fall of 2018 staff was asked to explore purchasing tablets for the Board of Directors. Two (2) Amazon Fire Tablets were purchased and given to two (2) Directors to test for sustainability. Originally it was decided they would work for what the Board needed, and staff purchased three (3) additional tablets at \$116 each. After the first board meeting it was discovered that the Board would need a tablet with better functionality and technology. It is beyond the time limit to return the tablets and they have been placed on the list for surplus. PRESIDENT DURAN suggested they be donated if they do not sell. MR. GLOWITZ stated that before implementing the tablets the General Manager would use their private vehicles to hand deliver the packets without being reimbursed. The other items listed for surplus are an air compressor and aerator.

ACTION TAKEN:

MOTION: VICE PRESIDENT TEAGUE made a motion to authorize surplus of the items listed on the attached Valley Sanitary District Equipment Disposition Form in accordance with VSD Policy 3030: Fixed-Asset Accounting Control. DIRECTOR SEAR seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2885

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

6. Engineering Reports – Draft Sewer Use and Sewer Capacity

As part of and in support of the proposed rate increases scheduled for May 14, 2019, the District's consultant, Municipal Financial Services, has prepared two reports; Evaluation of Sewer Capacity Charges and Evaluation of Sewer Service Charges. These reports are provided to the Board for review, and further discussion at a subsequent Board meeting. This is an information only item.

7. Fiscal Year 2019/2020 Budget Study Session

MR. GLOWITZ presented the fiscal year 2019/2020 draft budget to the board. The Operations and Maintenance budget was reviewed and discussed. If approved, the sewer use fee and connection capacity fee will increase. The Board gave Staff direction as to how to proceed. The final budget will be brought back to the board for approval on June 11, 2019.

8. Set Public Hearing Date to Adopt the Final Fiscal Year 2019/2020 Budget

It is recommended that the Board set a budget hearing date for June 11, 2019 to adopt the fiscal year 2019/2020 Operations and Maintenance Budget and Capital Improvement Program and to approve the Public Hearing Notice for publishing in the Desert Sun on April 28, 2019 and May 12, 2019.

ACTION TAKEN:

MOTION: SECRETARY COLEMAN made a motion to set a budget hearing date of June 11, 2019 to adopt the final fiscal year 2019/2020 budget and approve the Public Hearing Notice for publishing in the Desert Sun for April 28, 2019 and May 12, 2019. DIRECTOR SEAR seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2886

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

9. General Manager's Report

The ACWA application is complete and staff is moving forward with the membership process. The new website is moving forward and should be completed soon.

ADJOURN TO CLOSED SESSION

10. The Board shall adjourn to Closed Session -

- Existing Litigation pursuant to Government Code 54956.9 (d)(1) - One Stop Shoppe
- Labor Negotiations pursuant to Government Code 54957 – General Manager

The Board adjourned to closed session at 2:14 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 3:17 p.m. PRESIDENT DURAN stated that there was nothing to report.

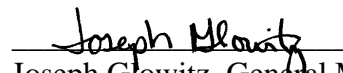
DIRECTOR'S ITEMS

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 3:17 p.m., and the next Regular Board Meeting will be held April 23, 2019.

Respectfully submitted,


Joseph Glowitz, General Manager
Valley Sanitary District