

AGENDA

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWVRA)
Victorville City Hall – Conference Room “D”, 14343 Civic Drive, Victorville, CA
92392
Phone: (760) 246-8638**

**MEETING DATE: Thursday November 21, 2019 TIME: 7:30 AM (Closed Session)
8:00 AM (Regular Session)**

CALL TO ORDER

PUBLIC COMMENTS – CLOSED SESSION AGENDA

CLOSED SESSION

CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted. Reports relating to (a) purchase and sale of real property; (b) matters of pending or potential litigation; or (c) employment actions, or which are exempt from public disclosure under the California Public Records Act, may be reviewed by the Board during a permitted closed session and are not available for public inspection. At such time the Board takes final action on any of these subjects, the minutes will reflect all required disclosures of information. Closed Session is scheduled to commence at 8:00 a.m.. If the matters discussed in closed session require additional time beyond 9:00 a.m., in deference to the public, the Board may continue the Closed Session discussion after Open Session is concluded. In that case, Closed Session will resume after the Commissioners Comments section and any reportable action will be reported after the continued Closed Session has concluded and before adjournment.

CONFERENCE WITH LEGAL COUNSEL- (Gov. Code Sec. 54954.5-54956.9(d)):

1. Flow Diversion

CONFERENCE WITH LEGAL COUNSEL-POTENTIAL LITIGATION (Gov. Code Sec. 54956.9(d)):

2. Threatened or Potential Litigation- Upper Narrows Project

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION- (Gov. Code Sec. 54956.9 (1)(D)):

3. Valles v. VWVRA, Case No. CIVDS 1822066

REGULAR SESSION

CALL TO ORDER & PLEDGE OF ALLEGIANCE

REPORT FROM CLOSED SESSION

PUBLIC COMMENTS – REGULAR SESSION AGENDA

ANNOUNCEMENTS AND CORRESPONDENCE:

- 4. Possible conflict of interest issues**

CONSENT CALENDAR:

- 5. Approve October 2019 Disbursement Registers**
- 6. Approve Minutes from the Continued Meeting from September 19, 2019 and the October 23, 2019 Regular Meeting**

ACTION & DISCUSSION ITEMS:

- 7. Recommendation to Approve the Contract for the General Manager**
- 8. Resolution 2019-15 to Amend the Rules and Regulations Regarding Educational Assistance Plan Rule 9, Tuition Reimbursement Program**
- 9. Recommendation to Approve Past Due Babcock Lab Invoices**
- 10. Recommendation to Amend the Professional Service Agreement for DeLoach and Associates**
- 11. Recommendation to Approve Extension on Internship**
- 12. Recommendation to Hire Consultant for USDA Grant Application**
- 13. Recommendation to Approve the 2020 Board Schedule**

STAFF/PROFESSIONAL SERVICES REPORTS:

- 14. Financial and Investment Report – October 2019**
- 15. Operations & Maintenance Report – October 2019**
- 16. Environmental Compliance Department Reports – October 2019**
- 17. Septage Receiving Facility Reports – October 2019**

VWRA Regular Meeting Agenda

Thursday, November 21, 2019

Page 3

18. Safety & Communications Report – October 2019

NEXT VWRA BOARD MEETING:

Thursday, December 19, 2019 - Regular Meeting of the Board of Commissioners

FUTURE AGENDA ITEMS

Bid Results for PLC's Replacement Project (December)

Bid Results for Storm Water Project (December)

COMMISSIONER COMMENTS

CLOSED SESSION (If Closed Session is continued as set forth above)

ADJOURNMENT

VVWRA Regular Meeting Agenda

Thursday, November 21, 2019

Page 4

Agenda Posting: In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the Authority's Administrative offices not less than 72 hours prior to the meeting date and time above. All written materials relating to each agenda item are available for public inspection in the office of the Board Secretary.

Items Not Posted: In the event any matter not listed on this agenda is proposed to be submitted to the Board for discussion and/or action, it will be done in compliance with Section 54954.2(b) as an emergency item or because there is a need to take immediate action, which came to the attention of the Board subsequent to the posting of the agenda, or as set forth on a supplemental agenda posted in the manner as above, not less than 72 hours prior to the meeting date.

Public Comments: Any member of the public may address the Board of Commissioners on specific agenda items or matters of general interest. As determined by the Chair, speakers may be deferred until the specific item is taken for discussion and remarks may be limited to five minutes. Persons desiring to submit paperwork to the Board of Commissioners shall provide a copy of any paperwork to the Board Secretary for the official record.

Matters of Interest addressed by a member of the public and not listed on this agenda cannot have action taken by the Board of Commissioners except as authorized by Section 54954.2(b). If you wish to speak, please complete a Speaker's Form (located at the table in the lobby outside of the Board Room) and give it to the Board Secretary prior to the start of the meeting.

If any individual wishes to challenge an action of the Commission in court, he or she may be limited to raising those issues that were raised at the public hearing pertaining to the Commission's actions, or in any written correspondence delivered to the Commission on or prior to the public hearing.

Consent Calendar: All matters placed on the Consent Calendar are considered as not requiring discussion or further explanation and unless any particular item is requested to be removed from the Consent Calendar by a Commissioner, staff member or member of the public in attendance, there will be no separate discussion of these items. All items on the Consent Calendar will be enacted by one action approving all motions, and casting a unanimous ballot for resolutions included on the consent calendar. All items removed from the Consent Calendar shall be considered in the regular order of business.

The Chair will determine if any items are to be deleted from the Consent Calendar.

Items Continued: Items may be continued from this meeting without further notice to a Committee or Board meeting held within five (5) days of this meeting per Government Code Section 54954.2(b)(3).

Meeting Adjournment: This meeting may be adjourned to a later time and items of business from this agenda may be considered at the later meeting by Order of Adjournment and Notice in accordance with Government Code Section 54955 (posted within 24 hours).

Accommodations for the Disabled: In compliance with the Americans with Disabilities Act (ADA), the Board of Commissioners Meeting Room is wheelchair accessible. If you require any special disability related accommodations, please contact the Victor Valley Wastewater Reclamation Authority Board Secretary's office at 760-246-2892 at least 72 hours prior to the scheduled meeting. Requests must specify the nature of the disability and the type of accommodation requested.



Victor Valley Wastewater Reclamation Authority
A Joint Powers Authority and Public Agency of the State of California

20111 Shay Rd. Victorville, CA 92394
 Telephone: (760) 246-8638
 Fax: (760) 948-9897

DATE: November 6, 2019
TO: Robert DeLoach
 Interim GM
FROM: Chieko Keagy 
 Controller
SUBJECT: Cash Disbursements Register

RECOMMENDED ACTION

It is recommended that the Board of Commissioners approve the cash disbursements and payroll register for the Victor Valley Wastewater Reclamation Authority.

BACKGROUND

The Cash Disbursements Register totals represented below are for the month of OCTOBER 2019, check numbers 122802-122878 and ACH's.

| <i>Accounts Payable</i> | | | |
|-------------------------|------------------------|-----------------------|-------------------------|
| <i>Checks</i> | <i>ACH's and EFT's</i> | <i>Payroll</i> | <i>Total</i> |
| <i>\$117,591.07</i> ✓ | <i>\$645,463.07</i> ✓ | <i>\$275,102.33</i> ✓ | <i>\$1,038,156.47</i> ✓ |

Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 9/1/19 through 9/30/19

| Vendor # | Vendor Name | Type | Payment # | Date | Payment |
|----------|---|-------|-----------|------------|--------------|
| AIRG000 | Airgas Usa, Llc | Check | 122802 | 10/3/2019 | \$ 272.00 |
| APPL004 | Applied Industrial Technologies | Check | 122803 | 10/3/2019 | \$ 81.58 |
| ATMO000 | Atmospheric Analysis And Consulting, Inc | Check | 122804 | 10/3/2019 | \$ 1,385.00 |
| CED0000 | Ced | Check | 122805 | 10/3/2019 | \$ 370.23 |
| VICT003 | City Of Victorville / Sanitation | Check | 122806 | 10/3/2019 | \$ 5,331.05 |
| DAIL000 | Daily Press | Check | 122807 | 10/3/2019 | \$ 5,453.75 |
| DETE000 | Detection Instrument Corporation | Check | 122808 | 10/3/2019 | \$ 1,037.30 |
| FISH000 | Fisher Scientific | Check | 122809 | 10/3/2019 | \$ 1,595.68 |
| FLYE000 | Flyers Energy, Llc | Check | 122810 | 10/3/2019 | \$ 891.18 |
| GAOS000 | G.A. Osborne Pipe & Supply | Check | 122811 | 10/3/2019 | \$ 191.97 |
| HARR001 | Harrington Industrial Plastics | Check | 122812 | 10/3/2019 | \$ 306.95 |
| HERI001 | Heritage Victor Valley Medical Group | Check | 122813 | 10/3/2019 | \$ 165.00 |
| PRES001 | Ipc Industries, Inc DbA Prestige Golf Cars | Check | 122814 | 10/3/2019 | \$ 246.82 |
| KONI000 | Konica Minolta Business Solutions | Check | 122815 | 10/3/2019 | \$ 824.12 |
| MISC000 | Misco - T.W. Associates | Check | 122816 | 10/3/2019 | \$ 3,100.87 |
| MOJA001 | Mojave Desert A.Q.M.D. | Check | 122817 | 10/3/2019 | \$ 19,001.94 |
| NAPA000 | Napa Victorville | Check | 122818 | 10/3/2019 | \$ 1,709.10 |
| ORKI000 | Orkin | Check | 122819 | 10/3/2019 | \$ 400.38 |
| PRUD001 | Prudential Overall Supply | Check | 122820 | 10/3/2019 | \$ 581.67 |
| ROTO000 | Roto-Rooter Plumbers | Check | 122821 | 10/3/2019 | \$ 150.00 |
| SCOT001 | Scott Equipment, Inc | Check | 122822 | 10/3/2019 | \$ 4,446.59 |
| SWAI000 | Swains Electric Motor Service | Check | 122823 | 10/3/2019 | \$ 1,650.90 |
| UNIT000 | United Rentals Northwest, Inc | Check | 122824 | 10/3/2019 | \$ 2,975.22 |
| VERI004 | Verizon Wireless | Check | 122825 | 10/3/2019 | \$ 90.02 |
| BEST000 | Best, Best & Krieger, L.L.P. | Check | 122826 | 10/15/2019 | \$ 75.00 |
| ADP001 | A.D.P. | Check | 122827 | 10/17/2019 | \$ 240.05 |
| AACT000 | A-Action Automotive | Check | 122828 | 10/17/2019 | \$ 2,243.05 |
| ALLA001 | All American Fence Erectors | Check | 122829 | 10/17/2019 | \$ 2,255.00 |
| APPL004 | Applied Industrial Technologies | Check | 122830 | 10/17/2019 | \$ 59.38 |
| ATMO000 | Atmospheric Analysis And Consulting, Inc | Check | 122831 | 10/17/2019 | \$ 1,385.00 |
| BROW000 | Brown Bear Corp | Check | 122832 | 10/17/2019 | \$ 226.22 |
| ZEEM000 | Cintas Corporation | Check | 122833 | 10/17/2019 | \$ 1,491.06 |
| CITY000 | City Employees Associates | Check | 122834 | 10/17/2019 | \$ 25.00 |
| CONC000 | Concorde Communications | Check | 122835 | 10/17/2019 | \$ 105.50 |
| HARR001 | Harrington Industrial Plastics | Check | 122836 | 10/17/2019 | \$ 4,020.52 |
| HESP000 | Hesperia Hose Supply | Check | 122837 | 10/17/2019 | \$ 1,887.78 |
| HIDE002 | Hi Desert Fire Protection Inc | Check | 122838 | 10/17/2019 | \$ 4,537.36 |
| HIDE000 | Hi-Desert Communications | Check | 122839 | 10/17/2019 | \$ 100.00 |
| HIDE001 | Hi-Desert Window Washing | Check | 122840 | 10/17/2019 | \$ 307.00 |
| APPL000 | Liberty Utilities- Apple Valley Ranchos Water | Check | 122841 | 10/17/2019 | \$ 91.39 |
| MACL000 | Macleod Watts Inc | Check | 122842 | 10/17/2019 | \$ 4,400.00 |
| ORKI000 | Orkin | Check | 122843 | 10/17/2019 | \$ 550.38 |
| PRUD001 | Prudential Overall Supply | Check | 122844 | 10/17/2019 | \$ 587.43 |
| RDOE000 | Rdo Equipment Co | Check | 122845 | 10/17/2019 | \$ 46.23 |
| ROTO000 | Roto-Rooter Plumbers | Check | 122846 | 10/17/2019 | \$ 885.00 |
| ROYA000 | Royal Wholesale Electric | Check | 122847 | 10/17/2019 | \$ 475.63 |
| APPL007 | Town Of Apple Valley | Check | 122848 | 10/17/2019 | \$ 171.68 |
| SENT000 | Dan Sentman | Check | 122849 | 10/22/2019 | \$ 224.41 |
| ANTH000 | Donna Anthony | Check | 122850 | 10/22/2019 | \$ 435.00 |
| AIRG000 | Airgas Usa, Llc | Check | 122851 | 10/28/2019 | \$ 398.05 |
| APPL015 | Apple Valley Transfer & Storage DbA Shredyourdocs.Com | Check | 122852 | 10/28/2019 | \$ 45.00 |
| BIOE000 | Bioenergy Association Of California | Check | 122853 | 10/28/2019 | \$ 2,750.00 |
| CALM000 | California Municipal Treasures Association | Check | 122854 | 10/28/2019 | \$ 95.00 |
| FAST001 | Fastenal | Check | 122855 | 10/28/2019 | \$ 327.26 |
| FISH000 | Fisher Scientific | Check | 122856 | 10/28/2019 | \$ 99.48 |
| HIGH003 | High Desert Lock & Safe | Check | 122857 | 10/28/2019 | \$ 120.03 |
| MAIL000 | Mailfinance | Check | 122858 | 10/28/2019 | \$ 289.61 |
| MOJA001 | Mojave Desert A.Q.M.D. | Check | 122859 | 10/28/2019 | \$ 5,144.61 |
| NAPA000 | Napa Victorville | Check | 122860 | 10/28/2019 | \$ 1,478.89 |
| ORKI000 | Orkin | Check | 122861 | 10/28/2019 | \$ 400.38 |
| PRUD001 | Prudential Overall Supply | Check | 122862 | 10/28/2019 | \$ 598.77 |
| FLYE000 | Flyers Energy, Llc | Check | 122863 | 10/30/2019 | \$ 1,834.54 |

Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 9/1/19 through 9/30/19

| Vendor # | Vendor Name | Type | Payment # | Date | Payment |
|---------------------|--|--------------------------|------------|------------|----------------------|
| LUHD000 | Luhdorff And Scalmanini Consulting Engineers, Inc. | Check | 122864 | 10/30/2019 | \$ 5,689.25 |
| BIRD001 | The Bird Doctor | Check | 122865 | 10/30/2019 | \$ 6,757.97 |
| ALLI003 | Allied Electronics Inc | Check | 122866 | 10/31/2019 | \$ 148.54 |
| VICT003 | City Of Victorville / Sanitation | Check | 122867 | 10/31/2019 | \$ 5,211.91 |
| GAOS000 | G.A. Osborne Pipe & Supply | Check | 122868 | 10/31/2019 | \$ 455.47 |
| GFOA000 | Gfoa | Check | 122869 | 10/31/2019 | \$ 435.00 |
| HESP001 | Hesperia Chamber Of Commerce | Check | 122870 | 10/31/2019 | \$ 420.00 |
| KONI000 | Konica Minolta Business Solutions | Check | 122871 | 10/31/2019 | \$ 123.98 |
| NAPA000 | Napa Victorville | Check | 122872 | 10/31/2019 | \$ 339.94 |
| PRUD001 | Prudential Overall Supply | Check | 122873 | 10/31/2019 | \$ 586.71 |
| QUIL000 | Quill Corporation | Check | 122874 | 10/31/2019 | \$ 929.58 |
| ROYA000 | Royal Wholesale Electric | Check | 122875 | 10/31/2019 | \$ 1,787.40 |
| THUR000 | Thurlow'S Heating & A/C Inc. | Check | 122876 | 10/31/2019 | \$ 170.00 |
| VERI004 | Verizon Wireless | Check | 122877 | 10/31/2019 | \$ 1,819.31 |
| VICT010 | Victor Valley College Foundation | Check | 122878 | 10/31/2019 | \$ 50.00 |
| Total Checks | | | | | \$ 117,591.07 |
| 2GEN000 | 2G Energy Inc. | Electronic Fund Transfer | 0047533-1 | 10/24/2019 | \$ 4,816.83 |
| ADSC000 | A.D.S. Corp. | Electronic Fund Transfer | 0047533-2 | 10/24/2019 | \$ 7,800.00 |
| ALFA000 | Alfa Laval Inc. | Electronic Fund Transfer | 0047949-1 | 10/31/2019 | \$ 973.98 |
| ALLC000 | All Covered | Electronic Fund Transfer | 0047949-2 | 10/31/2019 | \$ 480.00 |
| ALLC000 | All Covered | Electronic Fund Transfer | 0046423-1 | 10/3/2019 | \$ 400.00 |
| APPL013 | Applied Maintenance Supplies & Solution | Electronic Fund Transfer | 0047156-1 | 10/17/2019 | \$ 1,773.13 |
| APPL013 | Applied Maintenance Supplies & Solution | Electronic Fund Transfer | 0047949-3 | 10/31/2019 | \$ 127.86 |
| BECK000 | Beck Oil, Inc. | Electronic Fund Transfer | 0047156-2 | 10/17/2019 | \$ 2,293.05 |
| BECK000 | Beck Oil, Inc. | Electronic Fund Transfer | 0047949-4 | 10/31/2019 | \$ 20.05 |
| BECK001 | Becker Pumps Corporation | Electronic Fund Transfer | 0047156-3 | 10/17/2019 | \$ 1,136.93 |
| BECK001 | Becker Pumps Corporation | Electronic Fund Transfer | 0046423-2 | 10/3/2019 | \$ 1,136.93 |
| BEST000 | Best, Best & Krieger, L.L.P. | Electronic Fund Transfer | 0047949-5 | 10/31/2019 | \$ 42,494.71 |
| BEST000 | Best, Best & Krieger, L.L.P. | Electronic Fund Transfer | 0046423-3 | 10/3/2019 | \$ 32,626.81 |
| BIOG001 | Biogas Engineering | Electronic Fund Transfer | 0046423-4 | 10/3/2019 | \$ 5,100.00 |
| BIOG001 | Biogas Engineering | Electronic Fund Transfer | 0047533-3 | 10/24/2019 | \$ 1,432.50 |
| BIOG000 | Biogas Power Systems- Mojave, Llc | Electronic Fund Transfer | 0047949-6 | 10/31/2019 | \$ 64,119.27 |
| BLAC003 | Blackline Safety Corp | Electronic Fund Transfer | 0047156-4 | 10/17/2019 | \$ 210.00 |
| BREN001 | Brenntag Pacific, Inc | Electronic Fund Transfer | 0047156-5 | 10/17/2019 | \$ 15,680.07 |
| BREN001 | Brenntag Pacific, Inc | Electronic Fund Transfer | 0046786-2 | 10/10/2019 | \$ 11,518.42 |
| BREN001 | Brenntag Pacific, Inc | Electronic Fund Transfer | 0046423-5 | 10/3/2019 | \$ 1,618.49 |
| CSAM000 | C.S. Amsco | Electronic Fund Transfer | 0047949-7 | 10/31/2019 | \$ 4,864.06 |
| SCOT000 | Casteel, Kristi | Electronic Fund Transfer | 0047534-1 | 10/24/2019 | \$ 72.27 |
| CDWG000 | Cdw Government, Inc | Electronic Fund Transfer | 0047156-6 | 10/17/2019 | \$ 3,774.04 |
| CDWG000 | Cdw Government, Inc | Electronic Fund Transfer | 0046423-6 | 10/3/2019 | \$ 2,914.53 |
| CDWG000 | Cdw Government, Inc | Electronic Fund Transfer | 0047949-8 | 10/31/2019 | \$ 122.71 |
| CHAR002 | Charles P. Crowley Company, Inc | Electronic Fund Transfer | 0046423-7 | 10/3/2019 | \$ 49,818.21 |
| COLL000 | Collicutt Energy Services Inc | Electronic Fund Transfer | 0047949-9 | 10/31/2019 | \$ 3,833.88 |
| CONS000 | Consumers Pipe & Supply, Co. | Electronic Fund Transfer | 0047156-7 | 10/17/2019 | \$ 1,742.11 |
| CONS000 | Consumers Pipe & Supply, Co. | Electronic Fund Transfer | 0047949-10 | 10/31/2019 | \$ 1,077.37 |
| CRAN000 | Crane Pro Services | Electronic Fund Transfer | 0046423-8 | 10/3/2019 | \$ 1,120.00 |
| CULL000 | Culligan Water Conditioning | Electronic Fund Transfer | 0047533-4 | 10/24/2019 | \$ 502.90 |
| DKFS000 | D.K.F. Solutions Inc. | Electronic Fund Transfer | 0047533-5 | 10/24/2019 | \$ 350.00 |
| ENRI000 | Daniel Enriquez | Electronic Fund Transfer | 0047948 | 10/31/2019 | \$ 176.28 |
| DAVI003 | Davis Electric, Inc | Electronic Fund Transfer | 0047949-11 | 10/31/2019 | \$ 20,900.00 |
| DAVI003 | Davis Electric, Inc | Electronic Fund Transfer | 0046423-9 | 10/3/2019 | \$ 13,413.00 |
| DAVI003 | Davis Electric, Inc | Electronic Fund Transfer | 0047533-6 | 10/24/2019 | \$ 5,944.00 |
| DIGI000 | Digi-Key Corp | Electronic Fund Transfer | 0047156-8 | 10/17/2019 | \$ 1,101.25 |
| ESBA000 | E.S. Babcock & Sons, Inc. | Electronic Fund Transfer | 0046423-10 | 10/3/2019 | \$ 12,248.40 |
| EVOQ000 | Evoqua Water Technologies Llc | Electronic Fund Transfer | 0047156-9 | 10/17/2019 | \$ 9,777.80 |
| CHAR000 | Fedak & Brown Llp | Electronic Fund Transfer | 0047533-7 | 10/24/2019 | \$ 6,756.00 |
| GRAI000 | Grainger | Electronic Fund Transfer | 0047949-12 | 10/31/2019 | \$ 5,599.52 |
| GRAI000 | Grainger | Electronic Fund Transfer | 0046423-11 | 10/3/2019 | \$ 4,981.70 |
| GRAI000 | Grainger | Electronic Fund Transfer | 0047156-10 | 10/17/2019 | \$ 1,827.93 |
| GRAY000 | Graybar Electric Co., Inc. | Electronic Fund Transfer | 0046423-12 | 10/3/2019 | \$ 16,502.04 |

Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 9/1/19 through 9/30/19

| Vendor # | Vendor Name | Type | Payment # | Date | Payment |
|----------|--|--------------------------|------------|------------|--------------|
| GRAY000 | Graybar Electric Co., Inc. | Electronic Fund Transfer | 0047949-13 | 10/31/2019 | \$ 1,918.80 |
| GRAY000 | Graybar Electric Co., Inc. | Electronic Fund Transfer | 0047156-11 | 10/17/2019 | \$ 279.88 |
| HACH000 | Hach Company | Electronic Fund Transfer | 0047156-12 | 10/17/2019 | \$ 16,448.22 |
| HACH000 | Hach Company | Electronic Fund Transfer | 0046423-13 | 10/3/2019 | \$ 5,086.97 |
| HUGE000 | Hug Engineering, Inc. | Electronic Fund Transfer | 0047949-14 | 10/31/2019 | \$ 716.91 |
| HUGE000 | Hug Engineering, Inc. | Electronic Fund Transfer | 0046423-14 | 10/3/2019 | \$ 526.79 |
| ILIN000 | Ilink Business Management | Electronic Fund Transfer | 0047949-15 | 10/31/2019 | \$ 3,097.52 |
| ILIN000 | Ilink Business Management | Electronic Fund Transfer | 0047156-13 | 10/17/2019 | \$ 791.64 |
| JCBS000 | Jcb Southern California, Llc | Electronic Fund Transfer | 0047156-14 | 10/17/2019 | \$ 720.35 |
| JCBS000 | Jcb Southern California, Llc | Electronic Fund Transfer | 0047533-8 | 10/24/2019 | \$ 201.52 |
| REGI001 | Kyle Regis | Electronic Fund Transfer | 0047534-2 | 10/24/2019 | \$ 225.00 |
| LARR000 | Larry Walker Associates | Electronic Fund Transfer | 0047949-16 | 10/31/2019 | \$ 6,956.50 |
| LARR000 | Larry Walker Associates | Electronic Fund Transfer | 0046423-15 | 10/3/2019 | \$ 2,253.00 |
| MCMA000 | Mc Master-Carr Supply Co. | Electronic Fund Transfer | 0047156-15 | 10/17/2019 | \$ 1,117.27 |
| MCMA000 | Mc Master-Carr Supply Co. | Electronic Fund Transfer | 0046423-16 | 10/3/2019 | \$ 691.54 |
| MCGR000 | Mcgrath Rentcorp | Electronic Fund Transfer | 0046423-17 | 10/3/2019 | \$ 5,040.11 |
| MSAS000 | Msa Safety Sales, Llc | Electronic Fund Transfer | 0047949-17 | 10/31/2019 | \$ 1,235.42 |
| PATT001 | Patton Sales Corp | Electronic Fund Transfer | 0046423-18 | 10/3/2019 | \$ 461.32 |
| PATT001 | Patton Sales Corp | Electronic Fund Transfer | 0047949-18 | 10/31/2019 | \$ 165.76 |
| POLY000 | Polydyne Inc. | Electronic Fund Transfer | 0047156-16 | 10/17/2019 | \$ 8,832.48 |
| PROT001 | Protection One | Electronic Fund Transfer | 0047156-17 | 10/17/2019 | \$ 871.83 |
| QUIN002 | Quinn Company | Electronic Fund Transfer | 0047156-18 | 10/17/2019 | \$ 10,304.64 |
| ROCH000 | Rochester Industrial Services, Inc | Electronic Fund Transfer | 0047533-9 | 10/24/2019 | \$ 1,630.80 |
| SIEM003 | Siemens Industry Inc. | Electronic Fund Transfer | 0047949-19 | 10/31/2019 | \$ 3,215.26 |
| SOCA000 | Socal Filters And Services Inc. | Electronic Fund Transfer | 0047533-10 | 10/24/2019 | \$ 1,579.11 |
| SOCA000 | Socal Filters And Services Inc. | Electronic Fund Transfer | 0047949-20 | 10/31/2019 | \$ 847.27 |
| ASHL000 | Solenis Llc | Electronic Fund Transfer | 0046423-19 | 10/3/2019 | \$ 8,154.51 |
| TELE000 | Teledyne Isco, Inc. | Electronic Fund Transfer | 0046423-20 | 10/3/2019 | \$ 1,730.47 |
| TMOB000 | T-Mobile | Electronic Fund Transfer | 0046423-21 | 10/3/2019 | \$ 119.00 |
| TRIM000 | Trimax Systems | Electronic Fund Transfer | 0047156-19 | 10/17/2019 | \$ 4,312.50 |
| TYLE000 | Tyler Technologies, Inc | Electronic Fund Transfer | 0046423-22 | 10/3/2019 | \$ 5,511.35 |
| USBA000 | U.S. Bank | Electronic Fund Transfer | 0047533-11 | 10/24/2019 | \$ 9,773.06 |
| USAB000 | U.S.A. Bluebook | Electronic Fund Transfer | 0046423-23 | 10/3/2019 | \$ 1,858.80 |
| USAB000 | U.S.A. Bluebook | Electronic Fund Transfer | 0047949-21 | 10/31/2019 | \$ 997.94 |
| USAB000 | U.S.A. Bluebook | Electronic Fund Transfer | 0047533-12 | 10/24/2019 | \$ 886.77 |
| USAB000 | U.S.A. Bluebook | Electronic Fund Transfer | 0046786-3 | 10/10/2019 | \$ 76.66 |
| UNDE000 | Underground Service Alert Of Southern California | Electronic Fund Transfer | 0047949-22 | 10/31/2019 | \$ 186.42 |
| VVWE000 | Victor Valley Wastewater Employees Assoc | Electronic Fund Transfer | 0046423-24 | 10/3/2019 | \$ 587.50 |
| WALT000 | Walters Wholesale Electric | Electronic Fund Transfer | 0046423-25 | 10/3/2019 | \$ 1,884.05 |
| WAXI000 | Waxie Sanitary Supply | Electronic Fund Transfer | 0047156-20 | 10/17/2019 | \$ 1,279.71 |
| XYLE000 | Xylem Dewatering Solutions | Electronic Fund Transfer | 0047533-13 | 10/24/2019 | \$ 3,591.66 |
| XYLE000 | Xylem Dewatering Solutions | Electronic Fund Transfer | 0047156-21 | 10/17/2019 | \$ 3,591.66 |
| XYLE001 | Xylem Water Solutions | Electronic Fund Transfer | 0047949-23 | 10/31/2019 | \$ 918.45 |
| ALPH002 | Alpha Omega Septic Service | Bank Draft | 0046786-1 | 10/10/2019 | \$ 34,500.00 |
| BILL002 | Billings, Richard | Bank Draft | 0047323-1 | 10/22/2019 | \$ 435.00 |
| CHAR001 | Charter Communications | Bank Draft | DFT00386 | 10/22/2019 | \$ 4,870.69 |
| CORO000 | Coromina, Robert | Bank Draft | 0046785-1 | 10/10/2019 | \$ 155.95 |
| GYUR000 | Darline Gyuresik | Bank Draft | 0047323-2 | 10/22/2019 | \$ 224.41 |
| GILL001 | Gillette, Randy | Bank Draft | 0047323-3 | 10/22/2019 | \$ 435.00 |
| HESP004 | Hesperia Water District | Bank Draft | DFT00342 | 10/2/2019 | \$ 621.37 |
| ESPI000 | Julio Espinoza | Bank Draft | 0046785-2 | 10/10/2019 | \$ 209.96 |
| KONI000 | Konica Minolta Business Solutions | Bank Draft | DFT00387 | 10/22/2019 | \$ 351.02 |
| NALI000 | L. Christina Nalian | Bank Draft | 0047323-4 | 10/22/2019 | \$ 435.00 |
| MONT000 | Lillie Montgomery | Bank Draft | 0047323-5 | 10/22/2019 | \$ 163.37 |
| LINC000 | Lincoln Financial Group | Bank Draft | DFT00388 | 10/22/2019 | \$ 3,809.93 |
| MCGE000 | Mark Mcgee | Bank Draft | 0047323-6 | 10/22/2019 | \$ 435.00 |
| NAVE000 | Nave, Patrick | Bank Draft | 0047323-7 | 10/22/2019 | \$ 435.00 |
| KENI000 | Olin Keniston | Bank Draft | 0047323-8 | 10/22/2019 | \$ 258.83 |
| JOHN004 | Patricia J Johnson | Bank Draft | 0047323-9 | 10/22/2019 | \$ 187.74 |
| PRIN000 | Principal Life Ins. Co. | Bank Draft | DFT00389 | 10/22/2019 | \$ 3,306.93 |
| MAIN000 | Randy Main | Bank Draft | 0047323-10 | 10/22/2019 | \$ 435.00 |
| DAGIN000 | Roy Dagnino | Bank Draft | 0047323-11 | 10/22/2019 | \$ 435.00 |

**Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 9/1/19 through 9/30/19**

| Vendor # | Vendor Name | Type | Payment # | Date | Payment |
|----------------------------|-----------------------------|------------|------------|------------|----------------------|
| SOUT000 | Southern California Edison | Bank Draft | DFT00343 | 10/2/2019 | \$ 64,829.76 |
| SOUT000 | Southern California Edison | Bank Draft | DFT00345 | 10/2/2019 | \$ 20,878.32 |
| SOUT000 | Southern California Edison | Bank Draft | DFT00390 | 10/22/2019 | \$ 7,691.59 |
| SOUT000 | Southern California Edison | Bank Draft | DFT00347 | 10/2/2019 | \$ 5,195.81 |
| SOUT000 | Southern California Edison | Bank Draft | DFT00344 | 10/2/2019 | \$ 2,798.71 |
| SOUT000 | Southern California Edison | Bank Draft | DFT00346 | 10/2/2019 | \$ 1,664.44 |
| SOUT006 | Southwest Gas Company | Bank Draft | DFT00348 | 10/2/2019 | \$ 415.28 |
| SOUT006 | Southwest Gas Company | Bank Draft | DFT00391 | 10/22/2019 | \$ 115.02 |
| SOUT006 | Southwest Gas Company | Bank Draft | DFT00350 | 10/2/2019 | \$ 85.18 |
| SOUT006 | Southwest Gas Company | Bank Draft | DFT00351 | 10/2/2019 | \$ 28.26 |
| SOUT006 | Southwest Gas Company | Bank Draft | DFT00349 | 10/2/2019 | \$ 25.00 |
| SPAR000 | Sparkletts Drinking Water | Bank Draft | DFT00392 | 10/22/2019 | \$ 2,222.88 |
| STAT002 | State Board Of Equalization | Bank Draft | DFT00393 | 10/22/2019 | \$ 482.00 |
| FLIN000 | Terrie Gossard Flint | Bank Draft | 0047323-12 | 10/22/2019 | \$ 258.83 |
| HINO000 | Thomas Hinojosa | Bank Draft | 0047323-13 | 10/22/2019 | \$ 435.00 |
| DAVI001 | Tim Davis | Bank Draft | 0047323-14 | 10/22/2019 | \$ 435.00 |
| UPS0000 | Ups | Bank Draft | DFT00394 | 10/22/2019 | \$ 204.02 |
| UPS0000 | Ups | Bank Draft | DFT00353 | 10/2/2019 | \$ 97.15 |
| UPS0000 | Ups | Bank Draft | DFT00352 | 10/2/2019 | \$ 40.17 |
| Total ACH & EFT | | | | | \$ 645,463.07 |

| | |
|-------------------------------------|--------------------------|
| Total Checks | \$ 117,591.07 |
| Total ACH and EFT | \$ 645,463.07 |
| Total Payroll - October 2019 | \$ 275,102.33 |
| Total | \$ 1,038,156.47 ✓ |

APPROVED
 11-07-19

**MINUTES OF A REGULAR MEETING
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWRA)
September 19, 2019 Continued to October 23, 2019**

CALL TO ORDER: Chair Scott Nassif called the meeting to order at 7:34 AM; in Conference Room D at Victorville City Hall, located at 14343 Civic Drive, Victorville California, with the following members present:

(September 19):

**TOWN OF APPLE VALLEY
CITY OF VICTORVILLE
CITY OF HESPERIA
ORO GRANDE (CSA 42) AND
SPRING VALLEY LAKE (CSA 64)**

**Scott Nassif, Chair
Debra Jones, Vice-Chair
ABSENT
Robert Lovingood, Treasurer**

(October 23):

**TOWN OF APPLE VALLEY
CITY OF VICTORVILLE
CITY OF HESPERIA
ORO GRANDE (CSA 42) AND
SPRING VALLEY LAKE (CSA 64)**

**Scott Nassif, Chair
Debra Jones, Vice-Chair
Larry Bird, Secretary
Robert Lovingood, Treasurer**

VWRA Staff and Legal Counsel (September 19):

**Brian Macy, Interim General Manager
Kristi Casteel, Secretary to GM/Board
Piero Dallarda, Legal Counsel (BB&K)
Chieko Keagy, Controller**

**David Wylie, Safety & Communications Officer
Xiewi Wang, Senior Accountant
Robert Townsend, Regulatory Compliance Inspector
Alton Anderson, Construction Manager**

Others Present (September 19):

**Doug Robertson Apple Valley
Nils Bentsen, City of Hesperia
Keith Metzler, City of Victorville
Brian Gengler, City of Victorville**

**George Harris, City of Victorville
Carl Coleman, Mojave Water Agency
Sandy Townsend, Resident
Robert DeLoach, DeLoach & Associates**

VWRA Staff and Legal Counsel (October 23):

**Robert DeLoach, Interim General Manager
Kristi Casteel, Secretary to GM/Board
Piero Dallarda, Legal Counsel (BB&K)
Chieko Keagy, Controller**

**David Wylie, Safety & Communications Officer
Latif Laari, Regulatory Inspector
Alton Anderson, Construction Manager**

VVWRA Regular Meeting Minutes
September 19, 2019 continued to October 23, 2019
Page 2

Others Present (October 23):

Doug Robertson Apple Valley
Nils Bentsen, City of Hesperia
Keith Metzler, City of Victorville
Brian Gengler, City of Victorville
Darron Poulsen, Public

CLOSED SESSION

PUBLIC COMMENTS- CLOSED SESSION AGENDA

On September 19, 2019, Chair Nassif asked if there were any comments from the public regarding any item on the Closed Session Agenda. Hearing none, Chair Nassif called for a motion to enter into Closed Session.

Commissioner Lovingood made a motion to enter into Closed Session. Seconded by Commissioner Jones.

REGULAR SESSION

CALL TO ORDER & PLEDGE OF ALLEGIANCE

On September 19, 2019, Chair Nassif called the meeting to order at 9:01 AM.

REPORT FROM CLOSED SESSION

On September 19, 2019, Piero Dallarda did say that item number 5 is being continued and closed session will continue after the conclusion of open session. If any action is taken on item 5, after closed session is completed, the Board will go back into open session and report from closed session. Item 5 is the General Manger Interview under Government Code Section 54957. The interviews will take place starting at 1 PM and there are four candidates being interviewed.

PUBLIC COMMENTS- REGULAR SESSION AGENDA

None

ANNOUNCEMENTS AND CORRESPONDENCE:

6. Possible conflict of interest issues

VVWRA Regular Meeting Minutes
September 19, 2019 continued to October 23, 2019
Page 3

Chair Nassif will be abstaining from any disbursements to Napa Auto Parts on item 7

CONSENT CALENDAR:

Commissioner Jones asked to pull item 9 from the consent calendar.

- 7. Approve August 2019 Disbursement Registers**
- 8. Approve Minutes from the August 15, 2019 Regular Meeting**

Commissioner Lovingood made a motion to approve the consent calendar item 7 and 8, seconded by Commissioner Jones and approved by roll call vote with Chair Nassif abstaining from any disbursements to Napa Auto Parts.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Lovingood: Yes

- 9. Recommendation to Approve Employment Contract for Plant Superintendent**

Commissioner Jones requested that moving forward, items such as contracts of this type not be placed on the consent calendar so that there can be discussion on the item if necessary.

Piero Dallarda stated for the record that the Board is instructing staff that all contracts of this type not be part of the consent calendar. The Board would like to see them as a separate item on the action calendar

Commissioner Jones made a motion to approve item 9, seconded by Commissioner Lovingood and approved by roll call vote with Chair Nassif abstaining from any disbursements to Napa Auto Parts.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Lovingood: Yes

DISCUSSION ITEMS:

- 10. Resolution 2019-14: Adoption of VVWRA Rate Study from Raftelis**

Chieko Keagy gave a brief presentation on item 10

VVWRA Regular Meeting Minutes
September 19, 2019 continued to October 23, 2019
Page 4

Commissioner Jones made a motion to approve the recommendation, seconded by Commissioner Nassif and approved by roll call.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Lovingood: Yes

PUBLIC HEARING:

11. First Reading of Ordinance 001: An Ordinance for the Victor Valley Wastewater Reclamation Authority Increasing Sewer User Charges

Chair Nassif opened the Public Hearing at 9:25 AM.

The Secretary of the Board confirmed the posting and publication of the Hearing Notice as required by law.

Brian Macy gave a brief presentation on Ordinance 001

Commissioner Jones asked if, because this particular agenda item was posted without the ordinance itself if VVWRA is still in compliance.

Piero Dallarda stated that the Agenda was posted 72 hours prior on the website and available at the meeting location. There was a description of 20 words or less of the item and this item were properly described. In terms of compliance, legally, VVWRA is in compliance with Section 54954.2 of the Brown Act and also with the Attorney General's Opinion from 2016 regarding those requirements. The Ordinance was also posted on the website and the redline version was in the agenda. Staff could at the next meeting attach the entire Ordinance with the red line version to the agenda to provide easier access.

Chair Nassif asked if there were any comments from the public. There were no public comments.

Chair Nassif closed the public hearing at 9:36 am

Commissioner Jones made a motion to read the ordinance by title only and waive further reading of the ordinance, seconded by Commissioner Lovingood and approved by roll call vote with Chair Nassif abstaining from any disbursements to Napa Auto Parts.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Lovingood: Yes

VVWRA Regular Meeting Minutes
September 19, 2019 continued to October 23, 2019
Page 5

The Board Secretary read the title of the ordinance- Ordinance 001: An Ordinance for the Victor Valley Wastewater Reclamation Authority Increasing Sewer User Charges

Commissioner Lovingood made a motion to introduce ordinance, seconded by Commissioner Jones and approved by roll call vote.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Lovingood: Yes

ACTION & DISCUSSION ITEMS:

12. Recommendation to Schedule Second Hearing for Ordinance 001: Rules and Regulations for Sewer Service

Commissioner Lovingood made a motion to approve the recommendation, seconded by Commissioner Jones and approved by roll call.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Lovingood: Yes

PUBLIC HEARING:

13. First Reading of Ordinance 002: An Ordinance for the Victor Valley Wastewater Reclamation Authority Increasing Connection Fee

Chair Nassif opened the Public Hearing at 9:40 AM.

The Secretary of the Board confirmed the posting and publication of the Hearing Notice as required by law.

Brian Macy gave a brief presentation on Ordinance 002

Commissioner Jones had the same questions and concern for this item as previously in item 11.

Piero Dallarda stated that it would be the same thing. VVWRA is in legal compliance. VVWRA can always do more.

VVWRA Regular Meeting Minutes
September 19, 2019 continued to October 23, 2019
Page 6

It was the consensus of the Board to direct staff to include the entire ordinance and red line version in the Board Agenda for both Ordinance 001 and 002 for the second reading and moving forward for all Ordinance Public Hearings.

Chair Nassif asked if there were any comments from the public. There were no public comments.

Chair Nassif closed the public hearing at 9:47 am

Commissioner Jones made a motion to read the ordinance by title only and waive further reading of the ordinance and to introduce the ordinance by title only, seconded by Commissioner Nassif and approved by roll call vote.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Lovingood: Abstain

The Board Secretary read the title of the ordinance- Ordinance 002: An Ordinance for the Victor Valley Wastewater Reclamation Authority Increasing Connection Fees

ACTION & DISCUSSION ITEMS:

14. Recommendation to Schedule Second Hearing for Ordinance 002: Connection Fee Ordinance

Commissioner Jones made a motion to approve the recommendation, seconded by Commissioner Lovingood and approved by roll call.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Lovingood: Yes

15. Recommendation to Approve Amendment for Larry Walker & Associates Professional Services for Sanitary Sewer Management Plan Update

Commissioner Lovingood made a motion to approve the recommendation, seconded by Commissioner Jones and approved by roll call.

Chair Nassif: Yes

Commissioner Jones: Yes

VVWRA Regular Meeting Minutes
September 19, 2019 continued to October 23, 2019
Page 7

Commissioner Lovingood: Yes

16. Recommendation to Approve Easement for High Desert Solar

Commissioner Jones made a motion to approve the recommendation, seconded by Commissioner Lovingood and approved by roll call.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Lovingood: Yes

STAFF/PROFESSIONAL SERVICES REPORTS:

Brian Macy gave a brief presentation to the Board on VVWRA's electrical costs and energy savings

17. Financial and Investment Report – August 2019

18. Operations & Maintenance Report – August 2019

19. Environmental Compliance Department Reports – August 2019

20. Septage Receiving Facility Reports – August 2019

21. Safety & Communications Report – August 2019

NEXT VVWRA BOARD MEETING:

Thursday, October 17, 2019 - Regular Meeting of the Board of Commissioners

Chair Nassif stated that our Regular meeting for October is in conflict with the League of Cities. Chair Nassif recommends Wednesday, October 23rd. It was the consensus of the Board to move the Regular Meeting in October to Wednesday, October 23, 2019.

FUTURE AGENDA ITEMS

Second Hearing for Ordinance 001

Second Public Hearing for Ordinance 002

Bid Results for PLC's Replacement Project

**VVWRA Regular Meeting Minutes
September 19, 2019 continued to October 23, 2019
Page 8**

Bid Results for Regional Plant Storm Water Project

USDA Loan and Grant for the Oro Grand Interceptor Project

COMMISSIONER COMMENTS

CLOSED SESSION

Chair Nassif called for a motion to re-enter Closed Session.

Commissioner Jones made a motion to re-enter closed session, seconded by Commissioner Lovingood and approved by roll call.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Lovingood: Yes

REGULAR SESSION

RETURN FROM CLOSED SESSION

Chair Nassif called the meeting to order after returning from closed session at 5:32 PM.

REPORT FROM CLOSED SESSION

Piero Dallarda stated that the Board went back into closed session to continue the discussion on item 5, Conference with legal counsel- public employee appointment General Manager under government code 54957. Interviews were conducted but there is nothing to report.

ADJOURNMENT

Meeting was continued to October 23, 2019 at 7:30 AM

On October 23, 2019 upon returning from closed session, Chair Nassif called for a motion to adjourn the September 19, 2019 meeting.

Commissioner Jones made a motion adjourn the September 19, 2019 meeting, seconded by Commissioner Lovingood and approved by roll call.

Chair Nassif: Yes

VVWRA Regular Meeting Minutes
September 19, 2019 continued to October 23, 2019
Page 9

Commissioner Jones: Yes

Commissioner Bird: Yes

Commissioner Lovingood: Yes

APPROVAL:

DATE: November 21, 2019 **BY:**

Approved by VVWRA Board Larry Bird,
Secretary VVWRA Board of Commissioners

**MINUTES OF A REGULAR MEETING
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWVRA)
October 23, 2019**

CALL TO ORDER: Chair Scott Nassif called the meeting to order at 7:31 AM; in Conference Room D at Victorville City Hall, located at 14343 Civic Drive, Victorville California, with the following members present:

**TOWN OF APPLE VALLEY
CITY OF VICTORVILLE
CITY OF HESPERIA
ORO GRANDE (CSA 42) AND
SPRING VALLEY LAKE (CSA 64)**

**Scott Nassif, Chair
Debra Jones, Vice-Chair
Larry Bird, Secretary
Robert Lovingood, Treasurer**

VWVRA Staff and Legal Counsel:

**Robert DeLoach, Interim General Manager
Kristi Casteel, Secretary to GM/Board
Piero Dallarda, Legal Counsel (BB&K)
Chieko Keagy, Controller**

**David Wylie, Safety & Communications Officer
Latif Laari, Regulatory Inspector
Alton Anderson, Construction Manager**

Others Present:

**Doug Robertson Apple Valley
Nils Bentsen, City of Hesperia
Keith Metzler, City of Victorville**

**Brian Gengler, City of Victorville
Darron Poulsen, Public**

CLOSED SESSION

PUBLIC COMMENTS- CLOSED SESSION AGENDA

Chair Nassif asked if there were any comments from the public regarding any item on the Closed Session Agenda. Hearing none, Chair Nassif called for a motion to enter into Closed Session.

Commissioner Lovingood made a motion to enter into Closed Session. Seconded by Commissioner Bird.

**VVWRA Regular Meeting Minutes
Wednesday October 23, 2019
Page 2**

REGULAR SESSION

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair Nassif called the meeting to order at 9:51 AM.

REPORT FROM CLOSED SESSION

Piero Dallarda stated that the Board met in closed session as part of the regular meeting scheduled for Wednesday, October 23, 2019. The Board discussed in closed session the employment of a new general manager under government code section 54957. The Board has decided hire Mr. Darron Poulsen for General Manager of VVWRA. There is a draft agreement that is being discussed and has been tentatively agreed upon. The contract will be finalized and brought to the Board for approval at the November 21, 2019 meeting in open session.

PUBLIC COMMENTS- REGULAR SESSION AGENDA

None

ANNOUNCEMENTS AND CORRESPONDENCE:

5. Possible conflict of interest issues

Chair Nassif will be abstaining from any disbursements to Napa Auto Parts on item 6

CONSENT CALENDAR:

Commissioner Jones requested to pull item 8 from the Consent Calendar

6. Approve September 2019 Disbursement Registers

7. Approve Minutes from the September 26, 2019 Special Meeting

Commissioner Jones made a motion to approve the consent calendar items 6 and 7, seconded by Commissioner Bird and approved by roll call vote with Chair Nassif abstaining from any disbursements to Napa Auto Parts and Commissioner Bird abstaining from item 7.

Chair Nassif: Yes

VVWRA Regular Meeting Minutes
Wednesday October 23, 2019
Page 3

Commissioner Jones: Yes

Commissioner Bird: Yes

Commissioner Lovingood: Yes

8. Recommendation to Approve Routine Service of Turblex Blowers 2 & 3

Commissioner Jones asked staff to give a brief overview of the aeration blowers. She stated she is not clear on exactly what this is since there were purchases made in August as well.

Latif Laari stated that the work that is going to be performed is regular preventative maintenance and overhaul of the blowers. The purchases that were approved in August were for the PLC's (programmable logic controls) to be replaced.

Commissioner Bird made a motion to approve the consent calendar, seconded by Commissioner Lovingood and approved by roll call vote with Chair Nassif abstaining from any disbursements to Napa Auto Parts and Commissioner Bird abstaining from item 7.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Bird: Yes

Commissioner Lovingood: Yes

REPORTS & PRESENTATIONS:

9. Air Emissions – Patrick Griffith

Patrick Griffith gave a presentation on Air Emissions

10. Desert Knolls Wash Closeout- Anderson

Alton Anderson gave a presentation on the Desert Knolls Wash Closeout

PUBLIC HEARING:

11. Second Reading of Ordinance 001

Chair Nassif opened the Public Hearing at 10:31 AM.

VVWRA Regular Meeting Minutes
Wednesday October 23, 2019
Page 4

The Secretary of the Board confirmed the posting and publication of the Hearing Notice as required by law.

Chair Nassif asked if there were any comments from the public. There were no public comments.

Chair Nassif closed the public hearing at 10:34 am

ACTION & DISCUSSION ITEMS:

12. Adoption of Ordinance 001

Commissioner Jones made a motion to read the Ordinance by title only, waive further reading of the Ordinance and adopt Ordinance 001 and order it to be published, seconded by Commissioner Lovingood and approved by roll call.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Bird: No

Commissioner Lovingood: Yes

PUBLIC HEARING:

13. Second Reading of Ordinance 002: Connection Fee

Chair Nassif opened the Public Hearing at 10:39 AM.

The Secretary of the Board confirmed the posting and publication of the Hearing Notice as required by law.

Chair Nassif asked if there were any comments from the public. There were no public comments.

Chair Nassif closed the public hearing at 10:42 am

ACTION & DISCUSSION ITEMS:

14. Adoption of Ordinance 002

Chair Nassif made a motion to read the Ordinance by title only, waive further reading of the Ordinance and adopt Ordinance 002 and order it to be published, there was no second on the motion. Motion fails.

VVWRA Regular Meeting Minutes**Wednesday October 23, 2019****Page 5**

Piero Dallarda stated that you can always continue this item to the next meeting and hold another second reading.

Commissioner Lovingood made a motion to delay this item until the January Board meeting to give the new general manager an opportunity to review the information and bring the Ordinance back to the Board for the second hearing, seconded by Commissioner Jones and approved by roll call.

Chair Nassif: Yes

Commissioner Jones: Yes

Commissioner Bird: Yes

Commissioner Lovingood: Yes

15. Discussion: Spring Valley Lake-Request from LAFCO Regarding Service

Piero Dallarda stated that Logan Olds, the previous General Manager received on July 10th some inquiries from LAFCO as to whether or not VVWRA would be willing and able to provide sewer service to Spring Valley Lake should Spring Valley Lake become a Community Service District. LAFCO has sent a letter asking for a response from VVWRA by November 4th. Past discussion with the Board is that VVWRA would be able to provide that service with some type of agreement between Spring Valley Lake and the Board.

It was the consensus of the Board to direct staff to draft a letter to LAFCO that would state VVWRA will continue to provide service at the same cost.

STAFF/PROFESSIONAL SERVICES REPORTS:

- 16. Financial and Investment Report – September 2019**
- 17. Operations & Maintenance Report – September 2019**
- 18. Environmental Compliance Department Reports – September 2019**
- 19. Septage Receiving Facility Reports – September 2019**
- 20. Safety & Communications Report – September 2019**

NEXT VVWRA BOARD MEETING:

Thursday, November 21, 2019 - Regular Meeting of the Board of Commissioners

**VVWRA Regular Meeting Minutes
Wednesday October 23, 2019
Page 6**

FUTURE AGENDA ITEMS

Bid Results for PLC's Replacement Project

Bid Results for Storm Water Project

USDA Loan and Grant for the Oro Grand Interceptor Project

COMMISSIONER COMMENTS

CLOSED SESSION (If Closed Session is continued)

ADJOURNMENT

APPROVAL:

DATE: November 21, 2019 **BY:**

Approved by VVWRA Board Larry Bird,
Secretary VVWRA Board of Commissioners



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
Report/Recommendation to the Board of Commissioners

October 21, 2019

FROM: Robert DeLoach, Interim General Manager

TO: Board of Commissioners.

SUBJECT: General Managers Employment Contract

RECOMMENDATION

It is recommended that the Board of Commissioners approve the Employment Agreement for Mr. Darron Poulsen for the General Manager position.

REVIEW BY OTHERS

This recommendation was reviewed by Piero Dallarda, Legal Counsel

BACKGROUND INFORMATION

Interviews were conducted on Thursday, September 19, 2019. After deliberation by the Board of Commissioners, Mr. Darron Poulsen was selected as the Authority's new General Manager. An Employment Agreement was prepared and approved by the Board of Commissioners and Mr. Poulsen.

FINANCIAL IMPACT

RELATED IMPACTS

None

**EMPLOYMENT AGREEMENT BETWEEN VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY AND DARRON POULSEN**

This EMPLOYMENT AGREEMENT (“Agreement”) is made by and between DARRON POULSEN (“General Manager”) and the Board of Commissioners of the VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY, a joint powers authority (“Authority”), hereinafter also referred to as “Board of Commissioners.” The Parties hereto agree as follows:

Section 1. Employment.

1.1 The Board of Commissioners agrees to employ said DARRON POULSEN as General Manager, and he agrees and does accept employment as General Manager upon the terms and conditions set forth herein.

1.2 General Manager agrees to perform the functions and duties of General Manager as specified in the job description set forth in Attachment “B,” attached hereto and incorporated herein by this reference, and any other functions or duties as may be established or directed by the Board of Commissioners. General Manager agrees to perform all such functions and duties to the best of his ability and in an efficient and competent manner.

Section 2. Term of the Agreement.

2.1 This Agreement shall be for an initial term of three (3) years, beginning December 2, 2019 and ending December 1, 2022. Subject to the Authority’s right to terminate this Agreement and General Manager’s employment at any time pursuant to Section 3. of this Agreement, this Agreement shall automatically be renewed for subsequent one (1) year periods unless the Authority provides written notice to the General Manager no less than twelve (12) months prior to the expiration of the current term or an extended term that the Agreement will be terminated. Unless otherwise provided for by a subsequent written agreement between the Parties, the terms and conditions of this Agreement shall apply to any extended term of this Agreement.

2.2 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Board of Commissioners to terminate the services of General Manager at any time, subject only to the provisions set forth in this Agreement.

2.3 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the General Manager to resign at any time from his position with the Authority, subject only to the provisions set forth in this Agreement.

2.4 General Manager agrees to remain in the exclusive employment of the Authority during the term of this Agreement, and he shall neither accept other employment or become employed by any other person, business, or organization during the term of this Agreement. As used in this section, the term “employed” shall not be construed to include occasional teaching, writing, or consulting on General Manager’s time off, which may be undertaken by the General Manager with the express written consent of the Board of Commissioners.

Section 3. Termination and Severance Pay.

3.1 General Manager serves at the will and pleasure of the Board of Commissioners and may be terminated with or without cause at any time. Consequently, nothing in this Agreement shall in any way affect the Board of Commissioner's right to terminate the employment of General Manager and this Agreement on an at-will basis, with or without cause, at any time, as provided herein.

3.2 In the event General Manager and this Agreement are terminated during the first year of this Agreement without cause, Authority agrees to provide General Manager with severance pay as a lump sum cash payment equal to three (3) months base salary, including any annual adjustment, less deductions required by law. In the event that General Manager and this Agreement are terminated after the first year of this Agreement without cause, Authority agrees to provide General Manager with severance pay or a lump sum cash payment equal to six (6) months base salary, including any annual adjustment, less deductions required by law. Also, in addition to the lump sum payment, Board of Commissioners shall provide for continuance of the General Manager's health insurance benefits provided herein for six (6) months from and after the date of termination or until General Manager finds other employment, whichever occurs first. Said continuance of insurance shall be provided at the Authority's expense.

3.3 In the event General Manager is terminated for cause, General Manager shall not be entitled to any severance pay or continued benefits. Termination for cause is defined as follows:

- (a) A willful breach of this Agreement.
- (b) Habitual neglect of duties required to be performed under this Agreement.
 - (i) Any acts of dishonesty, fraud, misrepresentation or other acts of moral turpitude.
- (c) Refusal or failure to act in accordance with any specific written directive or order of the Board of Commissioners.

3.4 In the event that General Manager is terminated for cause, General Manager will be presented with written notice of the basis for said cause. Upon receipt of said written notice, General Manager, within five (5) business days, may request a hearing before the Board of Commissioners. The issue at the hearing shall be limited solely to whether or not there is sufficient evidence to support a finding of termination for cause such that the General Manager would not be entitled to any severance pay and benefits. Under no circumstances shall the General Manager be entitled to reinstatement as a result of such hearing.

3.5 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of General Manager to voluntarily resign at any time from his position with Authority, subject only to the provisions set forth in this Agreement. In the event the General Manager voluntarily resigns from his position with the Authority, then the General Manager shall provide the Board of Commissioners thirty (30) days' notice in advance, unless the Parties agree otherwise. In the event the General Manager voluntarily resigns, he shall not be entitled to any severance pay or

benefits, but the Board of Commissioners shall pay the General Manager for accrued vacation benefits.

3.6 Notwithstanding any other provision herein, in accordance with Government Code Section 53260, the cash payment that General Manager may receive in the event of the termination of this Agreement, as set forth in Section 3.2 above, shall not exceed an amount equal to the monthly base salary of General Manager multiplied by the number of months left on the unexpired term of this Agreement.

3.7 Statutory Obligations; Abuse of Office or Position. Pursuant to Government Code Sections 53243, 53243.1 and 53243.2, if Employee is convicted of a crime involving an abuse of his office or position, all of the following shall apply: (1) if Employee is provided with administrative leave pay pending an investigation, Employee shall be required to fully reimburse such amounts paid; (2) if the Authority pays for the criminal legal defense of Employee (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), Employee shall be required to fully reimburse such amounts paid; and (3) if this Agreement is terminated, any cash settlement related to the termination that Employee may receive from the Authority shall be fully reimbursed to the Authority or void if not yet paid to Employee. For this Section, abuse of office or position means either: (1) an abuse of public authority, including waste, fraud, and violation of the law under color of authority; or (2) a crime against public justice, including a crime described in Title 7 commencing with section 92 of the Penal Code.

Section 4. Salary and Expenses.

4.1 Board of Commissioners agrees to pay the General Manager for his services rendered a base salary of One Hundred Ninety-Five Thousand Dollars (\$16,250.00) per month in installments at the same time as other employees of the Authority are paid, commencing December 2, 2019. The General Manager's base salary shall be increased after six months to Two Hundred Thousand Dollars (\$200,000.00) annually. Thereafter, the General Manager's base salary shall be increased annually by the same percentage increase that non-contract employees for the Authority are to receive for the same period as measured pursuant to a Consumer Price Index ("CPI") to be determined by the Authority .

4.2 Authority shall reimburse General Manager, within its budget and upon approval of the Board of Commissioners, for all actual and necessary expenses incurred in connection with the performance of his official duties. General Manager agrees to maintain and submit accurate records of all expenses for which reimbursement is claimed.

Section 5. Benefits.

5.1 Vacation. The General Manager shall receive credit for 120 hours of vacation upon hire. Thereafter, the General Manager's vacation accrual rate shall be at 120 hours per year in accordance with and subject to VVWRA employee guidelines and policies.

5.2 Administrative Leave. The General Manager shall be provided with a paid administrative leave at a rate of 40 hours at the beginning of each year, commencing on December 2, 2019, and on December 2 of each year thereafter. Any administrative leave not used by the end of business on December 1 of the following year shall be forfeited. The purpose

of this administrative leave is designed to compensate General Manager for the fact that his job will require him to devote a significant amount of time outside of regular business hours. The General Manager may use administrative leave for personal business and/or other personal reasons.

5.3 Retirement. The Authority agrees to provide for participation in and pay all Employer and Employee contributions in the California Public Employees Retirement System (PERS) described as 2.% at 62, not integrated with social security, or if unavailable, an equivalent retirement program. There will be no direct contribution by the Authority to a deferred compensation program. The Authority will provide a matching contribution of up to 5% (five percent) to a deferred compensation plan selected by the General Manager.

5.4 Disability, Health, and Life Insurance. The Authority agrees to keep in force and to make required premium payments for the General Manager for insurance policies covering the General Manager and his dependents, the same as are provided to all general employees of the Authority under the Authority's Personnel Rules and Regulations. The Authority agrees to purchase and to pay the required premium on a term life insurance policy in an amount equal to twice the General Manager's annual salary. The Authority also agrees to purchase and to pay the required premium on short-term and long-term disability insurance the same as are provided to all general employees of the Authority under the Authority's Personnel Rules and Regulations. If required by the insurance provider, the General Manager agrees to submit once per calendar year to a complete physical examination by a qualified physician of his choice, the cost of which shall be paid by the Authority. The Authority agrees to maintain the General Manager's medical records in confidence.

5.5 Dues, Subscription and License Fees. To the extent the Authority's approved annual budget designates sufficient funds for the purposes identified in this section. The Authority agrees to pay for the professional dues and subscriptions necessary for the General Manager's continued and full participation in national, state, regional and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Authority.

5.6 Professional Development. To the extent the Authority's approved annual budget designates sufficient funds for the following purposes, the Authority agrees to pay registration fees and travel subsistence expenses of the General Manager for professional and official travel, meetings, and occasions adequate to continue the professional development of the General Manager and to adequately pursue necessary official business and other functions for the Authority. Upon the prior approval of the Board of Commissioner's, the Authority also agrees to pay for related tuition, fees, and travel and subsistence expenses of the General Manager for educational degree programs, short courses, institutes, and seminars that are necessary for his professional development and the good of the Authority.

5.7 Other Leave. General Manager shall accrue sick leave and shall be provided with holiday leave and bereavement leave as are provided to other employees of the Authority under the Authority's Personnel Rules and Regulations. Except as specifically provided in this Agreement, the General Manager is exempt from the Authority's Personnel Rules and Regulations.

5.8 The General Manager shall be provided with a monthly automobile allowance of five-hundred (\$500) dollars. The General Manager shall provide all related liability insurance. Further, it is understood that this automobile allowance may be subject to state and federal withholdings.

5.9 The General Manager shall receive a technology allowance of one-hundred dollars (\$100) per month. It is understood that this technology allowance may be subject to state and federal withholdings.

Section 6. Performance Evaluation.

The Authority shall review and evaluate the performance of the General Manager each year within thirty (30) days prior to this Agreement's anniversary date. Said review and evaluation shall be conducted by an ad hoc committee, the members of which shall be established by the Board of Commissioners. Evaluation criteria shall be developed by the General Manager in conjunction with the Board of Commissioners, and the evaluation criteria shall be adopted by mutual consent of the Board of Commissioners and the General Manager within one hundred twenty (120) days of commencement of this Agreement, or as soon as practicable thereafter. General Manager's salary and benefits may be reviewed annually and adjusted by the Board of Commissioners at its discretion for performance, merit or longevity. Any such adjustment shall not exceed two percent (2%) of base salary.

Section 7. Bonding.

The Authority shall bear the full costs of any fidelity or other bonds required of the General Manager under any law or ordinance.

Section 8. General Provisions.

8.1 This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the employment of General Manager by Authority, and contains all of the covenants and agreements between the parties with respect to the employment of General Manager by Authority.

8.2 Each party agrees and acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.

8.3 Any modification of this Agreement will be effective only if made in writing and signed by both General Manager and Authority.

8.4 If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

8.5 This Agreement shall be governed by and construed in accordance with the law of the State of California.

8.6 This Agreement shall be construed as a whole, according to its fair meaning, and not in favor or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible for any particular language in this Agreement.

8.7 General Manager acknowledges that he has consulted legal counsel in regard to this Agreement, that he has read and understands this Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement.

By: _____
Darron Poulsen

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY**

By: _____
Scott Nassif, Chair
VWVRA Board of Commissioners

APPROVED AS TO FORM:

By: _____
General Counsel, VWVRA for Best Best
& Krieger LLP



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
 Report/Recommendation to the Board of Commissioners

November 21, 2019

FROM: Chieko Keagy, Controller
TO: Robert DeLoach, Interim General Manager
SUBJECT: Resolution 2019-15 to Amend the Rules and Regulations Regarding Educational Assistance Plan Rule 9, Tuition Reimbursement Program

RECOMMENDATION

It is recommended that the Board of Commissioners adopt Resolution 2019-15 to Amend the Rules and Regulations Regarding Educational Assistance Plan Rule 9, Tuition Reimbursement Program.

REVIEW BY OTHERS

This recommendation was reviewed by Piero Dallarda, Legal Counsel and Robert Coromina, Director of Administration.

BACKGROUND INFORMATION

VWVRA encourages all of its employees to participate in educational and training activities. The agency reimburses the employees for approved educational courses and programs pursuant to the terms of Rule 9 – Tuition Reimbursement Program. As the agency’s current educational assistance program needs to incorporate the requirements of IRS Code Sections 127, 132 and 162, the staff recommends the agency (1) have such an educational assistance program (Exhibit A) to comply with the IRS requirements and (2) amended Rule 9 (Exhibit B) to clarify the requirements of Code Section 127 that must be met in order for qualified educational expense reimbursements to be excluded from an employee’s taxable income.

FISCAL IMPACT

None noted.

RELATED IMPACTS

RULE 9 TUITION REIMBURSEMENT PROGRAM IN EXCESS OF \$5,250

Section 9.1 Eligibility

As many educational programs benefit both the employee and the employer, ~~the~~ VVWRA reimburses an employee for ~~out-of-pocket~~ out-of-pocket expenses incurred for pre-approved coursework related to the ~~employee's~~ employee's job. VVWRA will reimburse an employee ~~100% of books and tuition for classes based on charged costs at CSUSB on a quarter system. An employee who attends a community college may be paid in full since the charges are less at a community college level. An employee who attends a private college may only be reimbursed for what CSUSB is charging and the balance is the employee's responsibility.~~ up to \$5,250 on a tax-free basis pursuant to the terms of the Victor Valley Wastewater Reclamation Authority Educational Assistance Plan.

~~Additionally, to encourage professional certification which indicates an increased proficiency in their profession (e.g., operations, mechanical technology, laboratory, industrial pretreatment); employees will receive reimbursement for out of pocket expenses for fees charged by certifying agencies in the State of California upon successful completion of a certification examination within their employed duties.~~

All educational assistance amounts in excess of \$5,250 in a calendar year, which are approved as set forth in Section 9.2 below, will be reimbursed in accordance with the terms of this Rule 9 provided that, only those amounts that qualify as a working condition fringe pursuant to Internal Revenue Code Sections 132(d) and 162 and the underlying Treasury Regulations will be reimbursed on a tax-free basis. All other eligible reimbursements made under this Rule 9 will be included in the recipient employee's taxable wages and subject to all applicable taxes and withholdings.

Section 9.2 ~~Application Process~~ Prior Approval for Education Expenses

Employees shall submit a Request for Education to their immediate supervisor for approval prior to registration for the course. The immediate supervisor will review the request for compliance with VVWRA policies and either approve or disapprove the request. If the request is denied, the immediate supervisor will state the reason for denial. The supervisor shall forward the completed form to the Personnel Officer for review to ~~assure~~ ensure compliance with VVWRA policy. The Personnel Officer shall forward one copy of the completed form to the employee.

Section 9.3 ~~Reimbursable Expenses~~

~~Employees shall be~~ Educational expenses eligible for reimbursement ~~of~~ under this policy shall be limited to tuition, textbooks, registration fees, paid parking fees, and laboratory fees related to an approved course of instruction.

Section 9.3 Tax-Free Reimbursements Qualifying as Working Condition Fringe

Employees shall be eligible for tax-free reimbursement of educational assistance amounts in excess of \$5,250 in a calendar year, which are approved as set forth in Section 9.2, that qualify as a working condition fringe pursuant to Internal Revenue Code Section 132 and the underlying Treasury Regulations.

In order to qualify as such a working condition fringe benefit, the educational assistance amounts incurred by the employee must have been deductible as a trade or business expense pursuant to Internal Revenue Code Section 162. In order for educational assistance amounts to be deducted as a trade or business expense, they must satisfy one of the following requirements:

- The amounts are for educational courses that maintain or improve skills required by the individual in his or her employment (e.g., refresher courses or courses dealing with current developments); or
- The amounts are for educational courses that meet the express requirements of an individual's employer, or the requirements of applicable law or regulations, imposed as a bona fide condition to the retention by the individual of an established reemployment relationship, status or rate of compensation.

Section 9.4 Taxable Reimbursements

All other reimbursements related to an approved course of instruction in excess of \$5,250 that do not qualify as a working condition fringe shall be included in the recipient employee's taxable wages during the pay period in which the reimbursement is issued. Examples of reimbursements under this Rule 9 that would be treated as taxable reimbursements include, but are not limited, to the following:

- Those that qualify for the minimum educational level for his or her position; or
- Those that prepare an employee for a new trade or business (e.g., seeking a degree for a future career).

Section 9.49.5 Non Reimbursable Expenses

Employees shall not be eligible for reimbursement ~~of~~ under this Rule for late registration penalties or fees, transportation costs, interest or any other charge not specified as reimbursable in Section ~~9.39.2~~ of these rules ~~this Rule~~.

Section 9.59.6 Application for Reimbursement

Employees who have education expenses in excess of \$5,250, and, if applicable, successfully complete an approved course with a grade of C or higher, shall submit a request for reimbursement to the Personnel Officer. Such request must include receipts for all items for which the employee wishes to be reimbursed and a copy of the final grade report ~~with a grade of C or higher~~. The Personnel Officer shall attach the required documentation to the Expense Report and forward one copy to the Finance Department for processing. The Finance Department shall prepare a reimbursement check payable to the employee.

Any reimbursement that an employee receives in excess of his or her educational expenses must promptly be returned to VVWRA.

Section 9.7 Maximum Reimbursable Amount

The total combined maximum reimbursement amount than an employee may receive from both this Rule and the Victor Valley Wastewater Reclamation Authority Educational Assistance Plan shall not exceed the annual cost of tuition at California State University, San Bernardino and books for the employees' courses during any calendar year.

| Summary report: | |
|---|-----------|
| Litéra® Change-Pro 7.5.0.135 Document comparison done on 11/7/2019 12:40:44 PM | |
| Style name: Default Style | |
| Intelligent Table Comparison: Active | |
| Original DMS: iw://iManage/iManage/32434362/1 | |
| Modified DMS: iw://iManage/iManage/32434362/5 | |
| Changes: | |
| Add | 33 |
| Delete | 18 |
| Move From | 1 |
| Move To | 1 |
| Table Insert | 0 |
| Table Delete | 0 |
| Table moves to | 0 |
| Table moves from | 0 |
| Embedded Graphics (Visio, ChemDraw, Images etc.) | 0 |
| Embedded Excel | 0 |
| Format changes | 0 |
| Total Changes: | 53 |

RESOLUTION NO. 2019-15

**A RESOLUTION OF THE VICTOR VALLEY
WASTEWATER RECLAMATION AUTHORITY TO
APPROVE AND ADOPT EDUCATIONAL ASSISTANCE
PLAN AND AMENDING RULE 9**

WHEREAS, Victor Valley Wastewater Reclamation Authority (“Authority”) encourages all of its employees to participate in educational and training activities; and

WHEREAS, the Authority currently reimburses employees for approved educational courses and programs pursuant to the terms of Rule 9 – Tuition Reimbursement Program; and

WHEREAS, in order for such reimbursements that do not exceed \$5,250 to be excluded from an employee’s taxable income, they must be made pursuant to an educational assistance program that satisfies Internal Revenue Code (“Code”) Section 127; and

WHEREAS, the Authority does not currently have an educational assistance program that complies with the requirements of Code Section 127; and

WHEREAS, the Authority desires to adopt an educational assistance program that complies with the requirements of Code Section 127 so that employees may receive tax-free reimbursements for qualified educational expenses up to \$5,250 annually; and

WHEREAS, Best Best & Krieger LLP has prepared a Code Section 127 educational assistance program for review and approval by the Board of Commissioners (“Board”); and

WHEREAS, the Authority’s Rule 9 must be amended to clarify the requirements that must be met in order for education expense reimbursements in excess of \$5,250 to be excluded from an employee’s taxable income.

WHEREAS, Best Best & Krieger LLP has prepared a revised version of Rule 9 for review and approval by the Board.

NOW, THEREFORE, BE IT RESOLVED that the Commission of the Victor Valley Wastewater Reclamation Authority as follows:

1. The Authority’s Board of Commissioners hereby approves and adopts the VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY EDUCATIONAL ASSISTANCE PLAN (“Plan”) attached hereto as Exhibit A, and incorporated herein.
2. The Authority’s Board of Commissioners hereby authorizes the General Manager, or his or her designee, to duly execute the Plan on behalf of the Authority, along with any future amendments that contain only non-substantive and/or administrative changes to the Plan.
3. The Authority’s Board of Commissioners hereby approves and adopts the amended Rule 9 attached hereto as Exhibit B, and incorporated herein.

RECEIVED, APPROVED AND ADOPTED on this 21st day of November, 2019.

Scott Nassif, Chair
VWRA Board of Commissioners

APPROVED AS TO FORM:

Piero C. Dallarda of
Best Best & Krieger LLP
CERTIFICATION

Larry Bird, Secretary
VWRA Board of Commissioners

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Commissioners held on November 21, 2019.

Kristi Casteel
Secretary to the Board of Commissioners

Exhibit A

2019-15

VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY EDUCATIONAL ASSISTANCE PLAN

VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (“Employer”) hereby adopts the VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY EDUCATIONAL ASSISTANCE PLAN for the benefit of its employees effective _____, 2019.

ARTICLE I TITLE AND PURPOSE

This Educational Assistance Program shall be known as the VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY EDUCATIONAL ASSISTANCE PLAN (“Plan”). The purpose of this Plan is to provide financial assistance to Employees to be applied to the cost of educational courses that improve or develop the capabilities of Employees. It is the intention of the Employer that the Plan qualify as a plan providing qualified educational assistance under Section 127(b) of the Internal Revenue Code (“Code”), and that the educational assistance under the Plan be eligible for exclusion from the Employees’ income under Code Section 127(a).

ARTICLE II DEFINITIONS

The following words and phrases, when used herein, shall have the following meanings, unless a different meaning is clearly required by the context:

- 2.1 Code. “Code” means the Internal Revenue Code of 1986, as amended.
- 2.2 Covered Costs. “Covered Costs” means the tuition, fees and similar payments and the cost of books paid for or incurred by a Participant in taking an Educational Course. Such term shall not include the costs of any tools or supplies purchased by a Participant which may be retained after the Educational Course, or the cost of meals, lodging or transportation incurred by a Participant incidental to taking an Educational Course.
- 2.3 Educational Course. “Educational Course” means any course or program taken by a Participant toward a specific goal, certificate or degree which is related to the participating Employee’s functions or skills in performing his or her duties with the Employer.
- 2.4 Employee. “Employee” means all regular employees employed on a full-time or part-time basis by the Employer.
- 2.5 Employer. “Employer” means Victor Valley Wastewater Reclamation Authority.
- 2.6 Participant. “Participant” means any Employee who has satisfied the eligibility requirements of Section 3.1.

2.7 Plan. “Plan” means the VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY EDUCATIONAL ASSISTANCE PLAN.

2.8 Plan Administrator. “Plan Administrator” means the person designated to administer the Plan under Section 5.1.

2.9 Plan Year. “Plan Year” means the twelve (12) month period commencing January 1 and ending on December 31.

ARTICLE III ELIGIBILITY AND PARTICIPATION

3.1 Eligibility. Every regular and full-time Employee shall be eligible to participate under the Plan.

3.2 Cessation of Participation. A Participant will cease being a Participant in the Plan upon termination of employment with Employer.

ARTICLE IV PARTICIPATION

4.1 Coverage Under Plan. A Participant may apply at any time to the Plan Administrator for a stipend to reimburse his or her Covered Costs; provided, however, that all any reimbursement under this Plan shall not exceed \$5,250 for the Plan Year. To the extent that Covered Costs exceed \$5,250 for the Plan Year, such excess amounts may be eligible for reimbursement under the Employer’s Rule 9 (Tuition Reimbursement Program in Excess of \$5,250), subject to the terms and conditions set forth in a separate document. A copy of Rule 9 shall be included in this Plan at Exhibit “A” for reference.

Example: The following example is provided to facilitate understanding of the interrelationship between the Plan and Rule 9:

An Employee submits receipts for expenses that the Employee incurred for an approved course of instruction totaling \$6,250 for the Plan Year. The \$6,250 is equal to or less than the annual cost of tuition and books at CSUSB. The first \$5,250 will be reimbursed on a nontaxable basis under this Plan. The remaining \$1,000 will be reimbursed under the terms of Rule 9. Any portion of the \$1,000 reimbursement that qualifies as a working condition fringe, will be reimbursed on a nontaxable basis. Any portion of the \$1,000 reimbursement that **does not** qualify as a working condition fringe will be reported as taxable wages of the Employee and subject to all applicable tax withholdings.

4.2 Participation Requirements.

(a) Submission of Request for Reimbursement of Covered Costs. A Participant who desires to receive a reimbursement of Covered Costs under the Plan shall submit, to the Plan Administrator, a request which states:

- (i) the educational institution the Participant wishes to attend;

- (ii) the course or courses such Participant wishes to take; and
- (iii) the tuition and other costs of such course or courses to be reimbursed.

(b) Return of Reimbursement Under Certain Circumstances. Participants are only entitled to retain reimbursements paid pursuant to this Plan if he or she: (1) completes the Educational Course; and (2) receives a minimum final grade of C or its equivalent. If the Participant does not fulfill both of the foregoing requirements with respect to an Educational Course, he or she will be required to return the related reimbursement of Covered Costs he or she received from the Plan. Prior to receiving a reimbursement from this Plan, a Participant will be required to execute an agreement, in the form provided by the Employer, evidencing his or her agreement to repay reimbursements upon failure to satisfy these requirements.

4.3 Approval of Request and Reimbursement of Covered Costs. Upon the Plan Administrator's approval, the Participant shall submit such documentation which substantiates the amount of Covered Costs incurred, or to be incurred, to the Plan Administrator. The Employer shall reimburse the Participant no later than thirty (30) days following receipt of such items.

ARTICLE V ADMINISTRATION

5.1 Plan Administrator. The Employer's Director of Administrative Services, or his or her designee, is designated to serve as the Plan Administrator. The Administrator shall have only those powers, duties, responsibilities, and obligations as are specifically given to the Administrator under the Plan.

5.2 Powers of Administrator. The Plan Administrator shall have the authority to control and manage the operation and administration of the Plan, including: (1) the authority to make and enforce rules or regulations for the efficient administration of the Plan; (2) to interpret the Plan; and (3) to decide all questions concerning the Plan and the eligibility of any person to participate in the Plan.

ARTICLE VI MISCELLANEOUS

6.1 Employer's Right to Amend. The Employer may amend or terminate this Plan at any time.

6.2 No Employment Rights Conferred. This Plan shall not be deemed to constitute a contract between the Employer and any Participant or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant or Employee at any time regardless of the effect which such discharge shall have upon him or her as a Participant of this Plan.

6.3 Governing Law. This Plan shall be construed and enforced according to the laws of the State of California, other than its laws respecting choice of law, to the extent not preempted by any federal law.

IN WITNESS WHEREOF, the Employer has caused this VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY EDUCATIONAL ASSISTANCE PLAN to be executed on _____, 2019.

EMPLOYER:

VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY

By: _____

Title: _____

APPROVED AS TO FORM AND CONTENT:

BEST BEST & KRIEGER LLP

By: _____
Attorneys for Employer

Exhibit B

2019-15

RULE 9 TUITION REIMBURSEMENT PROGRAM IN EXCESS OF \$5,250

Section 9.1 Eligibility

As many educational programs benefit both the employee and the employer, VVWRA reimburses an employee for out-of-pocket expenses incurred for pre-approved coursework related to the employee's job. VVWRA will reimburse an employee up to \$5,250 on a tax-free basis pursuant to the terms of the Victor Valley Wastewater Reclamation Authority Educational Assistance Plan.

All educational assistance amounts in excess of \$5,250 in a calendar year, which are approved as set forth in Section 9.2 below, will be reimbursed in accordance with the terms of this Rule 9 provided that, only those amounts that qualify as a working condition fringe pursuant to Internal Revenue Code Sections 132(d) and 162 and the underlying Treasury Regulations will be reimbursed on a tax-free basis. All other eligible reimbursements made under this Rule 9 will be included in the recipient employee's taxable wages and subject to all applicable taxes and withholdings.

Section 9.2 Prior Approval for Education Expenses

Employees shall submit a Request for Education to their immediate supervisor for approval prior to registration for the course. The immediate supervisor will review the request for compliance with VVWRA policies and either approve or disapprove the request. If the request is denied, the immediate supervisor will state the reason for denial. The supervisor shall forward the completed form to the Personnel Officer for review to ensure compliance with VVWRA policy. The Personnel Officer shall forward one copy of the completed form to the employee.

Educational expenses eligible for reimbursement under this policy shall be limited to tuition, textbooks, registration fees, paid parking fees and laboratory fees related to an approved course of instruction.

Section 9.3 Tax-Free Reimbursements Qualifying as Working Condition Fringe

Employees shall be eligible for tax-free reimbursement of educational assistance amounts in excess of \$5,250 in a calendar year, which are approved as set forth in Section 9.2, that qualify as a working condition fringe pursuant to Internal Revenue Code Section 132 and the underlying Treasury Regulations.

In order to qualify as such a working condition fringe benefit, the educational assistance amounts incurred by the employee must have been deductible as a trade or business expense pursuant to Internal Revenue Code Section 162. In order for educational assistance amounts to be deducted as a trade or business expense, they must satisfy one of the following requirements:

- The amounts are for educational courses that maintain or improve skills required by the individual in his or her employment (e.g., refresher courses or courses dealing with current developments); or
- The amounts are for educational courses that meet the express requirements of an individual's employer, or the requirements of applicable law or regulations, imposed as a

bona fide condition to the retention by the individual of an established reemployment relationship, status or rate of compensation.

Section 9.4 Taxable Reimbursements

All other reimbursements related to an approved course of instruction in excess of \$5,250 that do not qualify as a working condition fringe shall be included in the recipient employee's taxable wages during the pay period in which the reimbursement is issued. Examples of reimbursements under this Rule 9 that would be treated as taxable reimbursements include, but are not limited, to the following:

- Those that qualify for the minimum educational level for his or her position; or
- Those that prepare an employee for a new trade or business (e.g., seeking a degree for a future career).

Section 9.5 Non Reimbursable Expenses

Employees shall not be eligible for reimbursement under this Rule for late registration penalties or fees, transportation costs, interest or any other charge not specified as reimbursable in Section 9.2 of this Rule.

Section 9.6 Application for Reimbursement

Employees who have education expenses in excess of \$5,250, and, if applicable, successfully complete an approved course with a grade of C or higher, shall submit a request for reimbursement to the Personnel Officer. Such request must include receipts for all items for which the employee wishes to be reimbursed and a copy of the final grade report. The Personnel Officer shall attach the required documentation to the Expense Report and forward one copy to the Finance Department for processing. The Finance Department shall prepare a reimbursement check payable to the employee.

Any reimbursement that an employee receives in excess of his or her educational expenses must promptly be returned to VVWRA.

Section 9.7 Maximum Reimbursable Amount

The total combined maximum reimbursement amount than an employee may receive from both this Rule and the Victor Valley Wastewater Reclamation Authority Educational Assistance Plan shall not exceed the annual cost of tuition at California State University, San Bernardino and books for the employees' courses during any calendar year.



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
Report/Recommendation to the Board of Commissioners

November 21, 2019

FROM: Robert Coromina, Director of Administrative Services

TO: Board of Commissioners

SUBJECT: Process payment of overdue billing for Babcock Laboratories.

RECOMMENDATION

It is recommended that the Board of Commissioners authorize processing and payment of overdue charges incurred during a billing error by Babcock Laboratories in the amount totaling \$83,908.80.

REVIEW BY OTHERS

This recommendation was reviewed Brad Adams, Plant Superintendent, and Chieko Keagy, Controller.

BACKGROUND INFORMATION

Babcock Laboratories is VVWRA’s main supplier for all regulatory compliance sampling. In April of 2019, Babcock changed the way they bill from individual sampling fee model to monthly sampling fee model. During the course of this change Babcock Laboratories made an error in the billing to VVWRA and did not bill us for the NPDES sampling events from April 2019 to September 2019. The overdue charges are not additional to normal billing and would have been due normally for services rendered. This is a budgeted expense.

FINANCIAL IMPACT

Finance Approval:

| | | | | |
|---|--|---------------------|--------|--------|
| Fund | | 01 [X] | 07 [] | 09 [] |
| Account String | <i>example: 07-02-50-9000</i> | 01-02-080-7170-9999 | | |
| Project Code | <i>example: C005 for Desert Knoll Wash</i> | N/A | | |
| Budget Available before This Recommendation | | \$ 247,990.72 | | |
| Budget Applied to This Staff Recommendation | | \$ 83,908.80 | | |
| Budget Remaining (Over Budget) | | \$ 164,081.92 | | |

RELATED IMPACTS

None



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
Report/Recommendation to the Board of Commissioners

November 21, 2019

FROM: Robert Coromina, Director of Administrative Services

TO: Board of Commissioners

SUBJECT: Amend Professional Services agreement with Deloach & Associates, Inc.

RECOMMENDATION

It is recommended that the Board of Commissioners authorize the amendment of the Professional Services Agreement between VVWRA and Deloach & Associates in an amount not to exceed \$31,167.40 for services rendered during the contract period.

REVIEW BY OTHERS

This recommendation was reviewed by Piero Dallarda, Legal Counsel, and Chieko Keagy, Controller.

BACKGROUND INFORMATION

The original term of the agreement was from June 10, 2019, to October 18, 2019 for a not to exceed amount of \$50,000. During this time an Interim General Manager, Brian Macy, was appointed to VVWRA and served in that role until October 7, 2019. VVWRA has been billed and additional amount of \$31,167.40 by Deloach & Associates for charges incurred during that time frame.

FINANCIAL IMPACT

Finance Approval:

| | | | | |
|---|--|---------------------|--------|--------|
| Fund | | 01 [X] | 07 [] | 09 [] |
| Account String | <i>example: 07-02-50-9000</i> | 07-02-155-6105-9999 | | |
| Project Code | <i>example: C005 for Desert Knoll Wash</i> | 01-02-300-8140-9999 | | |
| Budget Available before This Recommendation | | \$ | | |
| Budget Applied to This Staff Recommendation | | \$ 37,167.40 | | |
| Budget Remaining (Over Budget) | | \$ | | |

RELATED IMPACTS

None



DELOACH ASSOCIATES, INC.

INVOICE

8780 19th Street #402
Rancho Cucamonga, CA 91701

Date: October 10, 2019

Attention: Victor Valley Wastewater Reclamation Authority
Attention: Robert Coromina, Director of Administration
20111 Shay Road
Victorville, CA 92394

Project Title: GM Recruitment

Invoice No: 1544

Project Description: Interim General Manager Services

Terms: 30 Days

Table with 4 columns: DESCRIPTION, QTY, UNIT PRICE, AMOUNT. Rows include: Interim General Manager Brian Macy (77 Hours, \$110/hr, \$8,470.00), IRS Mileage reimbursement @ .58 per mile: 1,920 miles (1,920 miles, \$.58, \$1,113.60), Consultant Services (3.0 Hours, \$275.00/hr, \$825.00), and a Balance row (\$10,408.60).



DELOACH
ASSOCIATES, INC.

INVOICE

8780 19th Street #402
Rancho Cucamonga, CA 91701

Date: October 23, 2019

Attention: Victor Valley Wastewater Reclamation Authority
Attention: Robert Coromina, Director of Administration
20111 Shay Road
Victorville, CA 92394

Project Title: GM Recruitment Invoice No: 1548

Project Description: Interim General Manager Services Terms: 30 Days

| DESCRIPTION | QTY | UNIT PRICE | AMOUNT |
|--|-----------------|-------------|-------------------|
| <ul style="list-style-type: none"> Interim General Manager Brian Macy (Pay period ending 10/18/19) ✓ | 59.5 Hours | \$110/hr | \$6,545.00 |
| IRS Mileage reimbursement @ .58 per mile: 1,920 miles (240 miles per day X 6 days) 6 days include: Mon 10/07/19 – Fri 10/11/19 and Mon 10/14/19 – Tues 10/15/19 | 1,4400 miles | \$.58 | \$835.20 |
| <ul style="list-style-type: none"> Consultant Services ✓ | 9.5 Hours | \$275.00/hr | \$2,612.50 |
| Balance | | | \$9,992.70 |



DELOACH
& ASSOCIATES, INC.

INVOICE

8780 19th Street #402
Rancho Cucamonga, CA 91701

Date: September 24, 2019

Attention: Victor Valley Wastewater Reclamation Authority
Attention: Robert Coromina, Director of Administration
20111 Shay Road
Victorville, CA 92394

Project Title: GM Recruitment

Invoice No: 1541

Project Description: Interim General Manager Services

Terms: 30 Days

| DESCRIPTION | QTY | UNIT PRICE | AMOUNT |
|---|-------------|-------------|--------------------|
| <ul style="list-style-type: none"> Interim General Manager Brian Macy (Pay period ending 9/20/19) ✓ | 81.5 Hours | \$110/hr ✓ | \$8,965.00 |
| IRS Mileage reimbursement @ .58 per mile: 1,920 miles (240 miles per day X 8 days) 8 days include: Mon 9/09/19 – Fri 9/13/19 and Mon 9/16/19 – Fri 9/20/19 | 1,920 miles | \$.58 ✓ | \$1,113.60 |
| <ul style="list-style-type: none"> Consultant Services | 2.5 Hours ✓ | \$275.00/hr | \$687.50 |
| Balance | | | \$10,766.10 |



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
Report/Recommendation to the Board of Commissioners

October 18, 2018

FROM: Robert DeLoach, Interim General Manager
TO: Board of Commissioners
SUBJECT: Intern Staffing Allocation

RECOMMENDATION

It is recommended that the five (5) intern positions be retained on a month-to-month basis until such time as the new General Manager can assess the operational staffing needs of the Authority.

REVIEW BY OTHERS

This recommendation was reviewed by Robert Coromina, Director of Administration

BACKGROUND INFORMATION

In October of last year the Commission approved the hiring of five (5) paid intern positions to supplement the staffing needs for Treatment Operators and Mechanics. A decision to make these positions permanent full-time employees was deferred for one year. Staffing levels remain at 2016 levels and with the addition of the sub-regional plant and the allocation of available staffing across all operational functions remains critical. Staff is recommending that the five (5) paid intern position be retained on a month-to-month basis until such time as the new General Manager has had the opportunity to assess staffing levels and workflow demands.

FINANCIAL IMPACT

Funds are available in the Fiscal Year 2019-2020 budget for five (5) full-time permanent positions.

RELATED IMPACTS

The paid interns provide valuable support given the existing workload demands of staff. A reduction in the current staffing levels will have a detrimental effect on the ongoing operations and maintenance of the treatment facilities.



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
 Report/Recommendation to the Board of Commissioners

November 21, 2019

FROM: Chieko Keagy, Controller

TO: Robert DeLoach, Interim General Manager

SUBJECT: Recommendation to authorize the Interim General Manager to retain the professional services of NV5, Inc. to pursuit funding with USDA for Oro Grande pipeline and pump station replacement project

RECOMMENDATION

It is recommended that the Board of Commissioners authorize the Interim General Manager to retain the professional services of NV5, Inc. in an amount not exceeding \$16,500 through June 30, 2020 to pursuit funding with the United States Department of Agriculture, Rural Development (USDA) for Oro Grande pipeline and pump station replacement project.

REVIEW BY OTHERS

This recommendation was reviewed by Piero Dallarda, Legal Counsel; Alton Anderson, Construction Manager.

BACKGROUND INFORMATION

As a result of the Upper Narrows interceptor failure during December 2010, the Board directed then General Manager to identify and protect VVWRA from a situation that could lead to interceptor failure near the Mojave River. The staff identified Oro Grande interceptor with the adjacent pump station as one of the situations. VVWRA owns and operates the gravity pipeline that flows from Oro Grande beneath the Mojave River. This pipeline discharges to the pump station on the south side of the river, allowing wastewater to continue to the VVWRA's wastewater treatment facility. Both pipeline and pump station are deteriorated. VVWRA is embarking on a capital project to reconstruct the pump station on the north side of the river to convey the wastewater beneath the river utilizing a new force main.

In a previous engagement NV5, Inc. prepared initial funding application documents based on discussions with the VVWRA and USDA staff. Following a favorable response from USDA on the initial funding solicitation, VVWRA will continue its pursuit of funding (both grant and loan; the allocation percentage between the grant and loan is unknown at this point) by preparing

technical, environmental, and other necessary documents. NV5’s role will be to assist the funding pursuit with USDA, to review technical documents, and to provide document deliverables and milestones.

FISCAL IMPACT

| | | | | |
|---|--|--|----------|--------|
| | | Finance Approval: | | |
| Fund | | 01 [] | 07 [x] | 09 [] |
| Account String | <i>example: 07-27-20-9050</i> | 07-27-20-9050 & 07-27-40-9050 | | |
| Project Code | <i>example: C005 for Desert Knoll Wash</i> | C126 (interceptor) and C119 (pump station) | | |
| Budgeted Available before This Recommendation | | \$ none (unbudgeted) | | |
| Budget Applied to This Staff Recommendation | | \$ 16,500 | | |
| Budget Remaining (Over Budget) | | \$(16,500) | | |

RELATED IMPACTS



September 24, 2019

Chieko Keagy, CPA CGMA
 Victor Valley Wastewater Reclamation Authority
 20111 Shay Road
 Victorville, CA 92394

**Subject: Oro Grande Wastewater Pipeline and Pump Station Replacement Project
 Proposal for USDA Funding Application Assistance**

Dear Ms. Keagy:

NV5, Inc. (NV5) is pleased to submit this proposal to the Victor Valley Wastewater Reclamation Authority (VWRA) for funding application assistance for a proposed raw wastewater pump station and pipeline replacement project. An existing pump station and gravity pipeline that serve the community of Oro Grande are deteriorating. VWRA proposes to construct a new pump station on the north side of the Mojave River. From this pump station, wastewater will be conveyed beneath the Mojave River through a new forcemain. The forcemain will discharge to an existing gravity sewer on the south side of the Mojave River. VWRA is seeking project funding from the United States Department of Agriculture, Rural Development (USDA).

In a previous engagement with the California Rural Water Association, NV5 prepared initial funding application documents and participated in discussions with VWRA and USDA staff regarding the potential funding. Following a favorable response from USDA from this initial funding solicitation, VWRA is continuing its pursuit of funding through the preparation of technical, environmental, and other documents. NV5's role on this project will be assist VWRA's project funding pursuit with USDA by coordinating with USDA and VWRA staff; reviewing technical documents; and outlining upcoming efforts and timelines for document deliverables, milestones, and funding reimbursements.

Please find enclosed a scope of services and fee estimate. We appreciate the opportunity to provide this proposal and look forward to working with you. Please contact James at (858) 385-2187 if you have any questions.

Sincerely,

NV5, Inc.

James F. Owens, P.E.
 Project Manager

Carmen C. Kasner, P.E.
 Regional Managing Director

P26819-0006874.00

September 24, 2019

Page 2

Scope of Services

Assumptions

The Victor Valley Wastewater Reclamation Authority (VWRA) is a joint powers authority that collects and treats raw wastewater from a service area in the high desert. Oro Grande is one of the communities served by VWRA. VWRA owns and operates a gravity pipeline that flows from Oro Grande beneath the Mojave River. The gravity pipeline discharges to a pump station on the south side of the river, which lifts the wastewater allowing it to continue to the VWRA's wastewater treatment facility. The gravity pipeline beneath the Mojave River and the pump station are deteriorated. VWRA is embarking on a capital project to reconstruct the pump station on the north side of the river, and convey the wastewater beneath the river via a new forcemain.

The VWRA has solicited funding from the United States Department of Agriculture, Rural Development (USDA) to provide grant and/or loan funding for the project. NV5's scope of services below will assist the VWRA continue its pursuit of funding from USDA for this project. NV5 does not guarantee an execution or offer of a funding agreement, grant funding, loan funding, interest rates or other loan terms.

Scope of Services

Task 1 Funding Application Assistance

NV5's scope of services includes the review of technical documents (preliminary engineering report, design drawings and specifications) and environmental documents (CEQA/NEPA documentation) prepared by others. NV5 will prepare an outline of the funding process' milestones, deliverables, timelines, point of funding commitment, permits, and other parameters.

NV5 anticipates meeting with VWRA staff three times. The purposes of the meetings are to review the overall project, the funding application process and status, and to confer with USDA representatives.

NV5 has included budget for other services that may become necessary during the funding procurement effort, subject to authorization from VWRA and fee backlog. These services can include Board and community presentations, permit applications, preparation of miscellaneous documents, and funding reimbursement requests. NV5 has included in its scope of services and compensation previously unbilled work conducted in support of the funding application effort (approximately \$650 in winter/spring 2018/19).

Anticipated Deliverables

- Review comments on technical and environmental documents prepared by others
- Outline of milestones, deliverables, approximate timelines, and status of securing USDA funding.

Items That Can Be Undertaken Under a Separate or Amended Agreement

- Land Surveying
- Design of facilities
- Environmental documentation
- Fees and deposits for reviews and permits
- Preparation of technical, managerial, or financial (TMF) analysis



CONSTRUCTION QUALITY ASSURANCE - INFRASTRUCTURE - ENERGY - PROGRAM MANAGEMENT - ENVIRONMENTAL

September 24, 2019

Page 3

Fee

NV5 proposes to complete the Scope of Services for a time and materials not to exceed fee of \$16,500 based on the charge rate schedule below. NV5 has included a 10% markup on non-labor expenses and on subconsultant invoices. Currently, no use of subconsultants is proposed. Mileage will be charged at the IRS rate.

Charge Rate Schedule

| | |
|------------------|------------|
| Associate | \$185/hour |
| Senior Engineer | \$140/hour |
| Junior Engineer | \$100/hour |
| Engineering Aide | \$65/hour |

Other personnel classifications may be used in the execution of this work, for which hourly charge rates are not shown.

Fee Escalation Provisions

The fee proposed herein shall apply through 30 June 2020. After that date, NV5 may increase the hourly rates and the portion of the contract fee for which work remains to be completed after that date, each by 2.0%, rounded up to the nearest dollar. This adjustment may be applied annually if the project extends beyond 30 June 2020.

Work can commence upon receipt of an executed agreement

* * * *



CONSTRUCTION QUALITY ASSURANCE - INFRASTRUCTURE - ENERGY - PROGRAM MANAGEMENT - ENVIRONMENTAL



**VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
BOARD OF COMMISSIONERS
2020
BOARD MEETING SCHEDULE ***

Time: Closed Session: 7:30 AM. Regular Session: 9:00 AM.

Thursday January 16

Thursday February 27**

Thursday March 19

Thursday April 16

Thursday May 21

Thursday June 18

Thursday, June 25 (Budget Adoption)

Thursday July 16

Thursday August 20

Thursday September 17

Thursday October 29**

Thursday November 19

Thursday December 17

* VWRA Regular Board Meetings are typically held on the **third Thursday** of the month unless otherwise noticed and posted. Additional Regular or Special Meetings may be scheduled during the year as necessary.

** The February and October meetings are not the third Thursday due to scheduling conflicts

Approved by consent on: DRAFT

Victor Valley Wastewater Reclamation Authority



Financial and Cash Report

October 2019

Executive Summary of Financial Statements

For the Month Ended October 31, 2019

1. Cash balance at October 31, 2019 was \$11.84 million with sufficient reserves for operation, repairs/replacement, and SRF loan principal and interest payments.

Targeted Capital Reserve:

| | |
|--|----------------------|
| O&M Reserve: 10% of Prior Year Budgeted Operating Expenses | \$ 1,372,099 |
| R&R Reserve: 1% of Land Improvements/Plants/Interceptors PY CAFR | 2,954,450 |
| Reserve for SRF Payments (P & I) - Operating | 2,749,736 |
| Reserve for SRF Payments (P & I) - Capital | 2,133,074 |
| Available for O&M | <u>2,630,957</u> |
| Total Cash | <u>\$ 11,840,316</u> |

2. The October 2019 financial statements show a deficit of \$347,098 after \$1.05 million depreciation expense. The depreciation expense is a part of financial statements but does not affect our cash flow.
3. The current month user fee revenue is lower than a budgeted monthly average amount by \$43,729, while the connection fee revenue was not received and not recorded during October 2019. The revenues reflect billed amounts for the month except the connection fees that are recorded upon receiving the collection fee data, while the expenses are what the staff actually processed during the month.



Chieko Keagy, Controller

Victor Valley Wastewater Reclamation Authority
CASH AND RESERVE SUMMARY
 October 31, 2019

| G/L Account | Description | Balance |
|-------------|----------------------|----------------------|
| 1000 | DCB Checking Account | \$ 1,697,500 |
| 1030 | DCB Sweep Account | 894,532 |
| 1075 | Cal TRUST | 6,370,367 |
| 1070 | LAIF | 2,877,916 |
| | Total Cash | <u>\$ 11,840,315</u> |

\$65 mil Max

| Reserves: | Current Balance | Restricted | Assigned | Not Assigned |
|--|----------------------|---------------------|---------------------|--------------|
| Targeted Capital Reserve | \$ - | \$ - | \$ - | \$ - |
| O&M Reserve: 10% of Prior Year Budgeted Operating Expenses | 1,372,099 | | 1,372,099 | |
| R&R Reserve: 1% of Land Improvements/Plants/Interceptors PY CAFR | 2,954,450 | | 2,954,450 | |
| Reserve for SRF Payments (P& I) - Operating | 2,749,736 | 2,749,736 | | |
| Reserve for SRF Payments (P& I) - Capital | 2,133,074 | 2,133,074 | | |
| Available for O&M | 2,630,957 | - | | |
| Total Cash | <u>\$ 11,840,315</u> | <u>\$ 4,882,810</u> | <u>\$ 4,326,548</u> | <u>\$ -</u> |

Note 1: ACCUMULATION FOR SRF LOAN PAYMENTS:

| | 9.5 MGD, 11.0 MGD, NAVI, Phase III-A | Upper Narrows Replacement | Nanticoke Bypass | Sub- Regional Apple Valley | Sub- Regional Hesperia | Total |
|---|--|---------------------------------|---------------------|----------------------------------|------------------------------|---------------------|
| Reserve for SRF Payments (P& I) - Operating | \$ 770,707 | 257,745 | 203,725 | 625,220 | 892,339 | \$ 2,749,736 |
| Reserve for SRF Payments (P& I) - Capital | 1,094,924 | - | 67,908 | 399,731 | 570,512 | 2,133,074 |
| | <u>\$ 1,865,631</u> | <u>257,745</u> | <u>271,633</u> | <u>1,024,951</u> | <u>1,462,850</u> | <u>\$ 4,882,810</u> |

Payment Schedule

| | | |
|---------------------------|----------|---------------------|
| Upper Narrows Replacement | December | 257,745 |
| NAVI | February | 258,151 |
| Subregional - AV | February | 1,024,951 |
| Subregional - HES | February | 1,462,850 |
| 11.0 MGD | April | 579,870 |
| Phase III-A | June | 1,027,610 |
| Nanticoke | June | 271,633 |
| | | <u>\$ 4,882,810</u> |

Victor Valley Wastewater Reclamation Authority
Statement of Net Position
October 31, 2019

| <i>Assets and Deferred Outflows of Resources</i> | 2019 |
|--|-----------------------|
| Current assets: | |
| Cash and cash equivalents | \$ 11,334,626 |
| Interest receivable | 7,765 |
| Accounts receivable | 3,052,725 |
| Receivable from FEMA Grants | 3,679,746 |
| Accounts receivable - Other | 8,997 |
| Allowance for Doubtful Accounts | (89,459) |
| Materials and supplies inventory | 88,839 |
| Prepaid expenses and other deposits | 104,140 |
| Total current assets | 18,187,379 |
| Fixed assets: | |
| Capital assets not being depreciated | 3,285,285 |
| Capital assets being depreciated | 184,562,839 |
| Total capital assets | 187,848,124 |
| Total assets | 206,035,503 |
| Deferred outflows of resources | |
| Deferred outflows of resources - pension | 1,742,472 |
| Total | \$ 207,777,975 |
| <i>Liabilities, Deferred Inflows of Resources, and Net Position</i> | |
| Current liabilities: | |
| Accounts payable and accrued expenses | \$ 225,681 |
| Accrued interest on long-term debt | 275,043 |
| Long-term liabilities - due within one year: | |
| Compensated absences | 48,647 |
| Loans payables | 1,849,149 |
| Other payables | 6,852 |
| Total current liabilities | 2,405,372 |
| Non-current liabilities: | |
| Long-term liabilities - due in more than one year: | |
| Compensated absences | 239,372 |
| Other post employment benefits payable | 2,285,368 |
| Loans payable | 81,663,364 |
| Net Pension Liability | 5,750,574 |
| Other payables | 241,677 |
| Total non-current liabilities: | 90,180,355 |
| Total liabilities | 92,585,727 |
| Deferred inflows of resources | |
| Deferred inflows of resources - pension | 89,437 |
| Net position: | |
| Net investment in capital assets | 122,731,832 |
| Restricted for SRF loan covenant | 5,285,091 |
| Unrestricted | (10,518,548) |
| Decrease in net position FY 19 | (2,395,564) |
| Total net position | 115,102,811 |
| Total | \$ 207,777,975 |

Victor Valley Wastewater Reclamation Authority
Revenues and Expenses
Operations and Maintenance
For the Month Ended October 31, 2019

| | Actual October 2019 | YTD Actual FY 19-20 | Approved Budget FY 19-20 |
|---|------------------------|------------------------|-----------------------------|
| REVENUES | | | |
| User Charges | \$ 1,162,996 | \$ 4,555,861 | \$ 14,480,700 |
| Sludge Flow Charge | 10,637 | 39,164 | 120,000 |
| High Strength Waste Surcharges | - | 3,557 | 20,000 |
| ADM FOG Tipping Fee Revenue | 22,970 | 91,337 | 250,000 |
| Septage Receiving Facility Charges | 55,193 | 221,426 | 600,000 |
| Reclaimed Water Sales | 934 | 3,545 | 25,000 |
| Potable Well Water Sales | 142 | 406 | - |
| Leased Property Income | - | 100 | - |
| Interest | 113 | 454 | - |
| Pretreatment Fees | 3,800 | 19,700 | 50,000 |
| Finance Charge | - | - | - |
| Grant - FEMA/Cal-EMA | - | - | - |
| Grant - Proposition 1 | - | - | - |
| Grant- Water Recycling | - | - | - |
| Grant- CEC Microgrid | - | - | - |
| Sale of Assets, Scrap, & Misc Income | 103,516 | 103,937 | 1,200 |
| Total REVENUES | \$ 1,360,301 | \$ 5,039,487 | \$ 15,546,900 |
| EXPENSES | | | |
| Personnel | \$ 327,379 | \$ 1,545,852 | \$ 4,589,786 |
| Maintenance | 62,110 | 340,381 | 2,236,156 |
| Operations | 169,920 | 962,317 | 3,433,513 |
| Administrative | 31,347 | 563,094 | 1,823,605 |
| Construction | - | 9,949 | - |
| Total EXPENSES | \$ 590,756 | \$ 3,421,593 | \$ 12,083,060 |
| Revenues over Expenses before Depreciation, Debt Service and Transfers | \$ 769,545 | \$ 1,617,894 | \$ 3,463,840 |
| Depreciation Expense | (1,047,267) | (4,189,918) | - |
| FEMA CalOES Retention | - | - | - |
| DEBT SERVICE | | | |
| SRF Principal | - | - | 2,039,479 |
| SRF Interest | - | - | 721,656 |
| | - | - | 2,761,135 |
| FUND TRANSFERS IN | | | |
| Salary/Benefits Charge from Capital | - | - | - |
| Admin Charge from Capital | - | - | - |
| Total FUND TRANSFERS IN | \$ - | \$ - | \$ - |
| FUND TRANSFERS OUT | | | |
| Transfer to Repairs and Replacements Fund | - | - | 702,705 |
| Inter-fund loan payment to Capital | - | - | - |
| Total FUND TRANSFERS OUT | \$ - | \$ - | \$ 702,705 |
| Excess Revenues Over Expenses | \$ (277,722) | \$ (2,572,024) | \$ - |

Victor Valley Wastewater Reclamation Authority
Revenues and Expenditures
Repairs and Replacement
For the Month Ended October 31, 2019

| | Actual October 2019 | YTD Actual FY 19-20 | Approved Budget FY 19-20 |
|---|------------------------|------------------------|-----------------------------|
| REVENUES | | | |
| R&R Revenues | \$ _____ | \$ _____ | \$ _____ |
| Total REVENUES | \$ _____ - | \$ _____ - | \$ _____ - |
| OTHER FINANCING SOURCES | | | |
| Interfund Transfer | \$ _____ - | \$ _____ | \$ 1,963,621 |
| CAPITAL EXPENSES | | | |
| Personnel | \$ _____ - | \$ _____ - | \$ _____ - |
| Maintenance | 73,410 | 211,986 | 1,896,326 |
| Operations | - | 3,592 | - |
| Administrative | - | 64,193 | 145,000 |
| Construction | - | 22,818 | 625,000 |
| Total CAPITAL EXPENSES | \$ 73,410 | \$ 302,589 | \$ 2,666,326 |
| Revenues over Expenses before Debt Service and Transfers | \$ (73,410) | \$ (302,589) | \$ (702,705) |
| FUND TRANSFERS IN | | | |
| Transfer from Operations and Maintenance Fund | \$ _____ - | \$ _____ - | \$ 702,705 |
| Interfund Loan Payment from O&M | - | - | - |
| Total FUND TRANSFERS IN | \$ _____ - | \$ _____ - | \$ 702,705 |
| FUND TRANSFERS OUT | | | |
| Salary/Benefits Charge to O & M | \$ _____ - | \$ _____ - | \$ _____ - |
| Admin Charge to O & M | - | - | - |
| Total FUND TRANSFERS OUT | \$ _____ - | \$ _____ - | \$ _____ - |
| Excess Revenues Over Expenses | \$ (73,410) | \$ (302,589) | \$ _____ - |

Accrual Basis

Victor Valley Wastewater Reclamation Authority
Revenues and Expenditures
CAPITAL
For the Month Ended October 31, 2019

| | Actual October 2019 | YTD Actual FY 19-20 | Approved Budget FY 19-20 |
|---|------------------------|------------------------|-----------------------------|
| REVENUES | | | |
| Connection Fees | \$ - | \$ 499,338 | \$ 2,254,625 |
| Title 16 Grant - Subregional | - | - | - |
| Grant- Water Recycling | - | - | - |
| Sale of Assets, Scrap, & Misc Income | - | - | - |
| Interest | 18,993 | 73,395 | 50,000 |
| Proposition 1 Grant | - | - | - |
| Proposition 84 Grant | - | - | - |
| FMV Adjustment | 9,428 | 12,540 | - |
| CEC Microgrid Grant | - | - | - |
| Grant - FEMA/Cal-EMA | - | - | - |
| Total REVENUES | <u>\$ 28,421</u> | <u>\$ 585,273</u> | <u>\$ 2,304,625</u> |
| CAPITAL EXPENSES | | | |
| Personnel | \$ 24,385 | \$ 99,797 | \$ 384,912 |
| Maintenance | - | - | - |
| Operations | - | - | 170 |
| Administrative | - | 6,428 | 50,000 |
| Construction | - | - | 550,000 |
| Total CAPITAL EXPENSES | <u>\$ 24,385</u> | <u>\$ 106,225</u> | <u>\$ 985,082</u> |
| Revenues over Expenses before Debt Service and Transfers | <u>\$ 4,036</u> | <u>\$ 479,048</u> | <u>\$ 1,319,543</u> |
| DEBT SERVICE | | | |
| SRF Principal | \$ - | \$ - | \$ 1,981,331 |
| SRF Interest | - | - | 405,395 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 2,386,726</u> |
| FUND TRANSFERS IN | | | |
| Capital Recovery - Septage from O&M | \$ - | \$ - | \$ - |
| Interfund Loan Payment from O&M | - | - | (1,963,621) |
| Total FUND TRANSFERS IN | <u>\$ -</u> | <u>\$ -</u> | <u>\$ (1,963,621)</u> |
| FUND TRANSFERS OUT | | | |
| Salary/Benefits Charge to O & M | \$ - | \$ - | \$ - |
| Admin Charge to O & M | - | - | - |
| Total FUND TRANSFERS OUT | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Excess Revenues Over Expenses | <u>\$ 4,036</u> | <u>\$ 479,048</u> | <u>\$ (3,030,804)</u> |

Accrual Basis

**Victor Valley Wastewater Reclamation Authority
Flow Study
For the Month Ended September 30, 2019**

| Measured by ADS | Percentage of Total % | September Monthly MG | Total % | Quarterly MG |
|---------------------------------|-----------------------------|----------------------------|-----------------|-------------------|
| VSD 1 (less North Apple Valley) | 5.6131% | 19.9640 | 5.7696% | 62.0286 |
| VSD 2 | 13.8167% | 49.1420 | 13.8843% | 149.2705 |
| VSD 3 | 25.1724% | 89.5310 | 25.2222% | 271.1643 |
| VSD 4 | 7.0363% | 25.0260 | 6.7842% | 72.9368 |
| VSD 5 | 0.6112% | 2.1740 | 0.6660% | 7.1606 |
| VSD 6 | 6.4129% | 22.8090 | 6.4336% | 69.1679 |
| VSD Total | 58.6626% | 208.6460 | 58.7599% | 631.7287 |
| Apple Valley 03 | 16.7045% | 59.4130 | 16.6785% | 179.3103 |
| Apple Valley North | 0.0709% | 0.2520 | 0.0555% | 0.5965 |
| Apple Total | 16.7754% | 59.6650 | 16.7340% | 179.9068 |
| Hesperia | 19.0932% | 67.9090 | 19.0390% | 204.6887 |
| CSA 64 SVL | 4.8042% | 17.0870 | 4.7510% | 51.0781 |
| CSA 42 Oro Grande | 0.6647% | 2.3640 | 0.7160% | 7.6982 |
| CSA Total | 5.4689% | 19.4510 | 5.4670% | 58.7763 |
| Total Apportioned Flow | 100.0003% | 355.6710 | 99.9999% | 1,075.1005 |
| Mojave Narrows Regional Park | | 0.1000 | | 0.3000 |
| Total Study Flow | | 355.7710 | | 1075.4005 |

Victor Valley Wastewater Reclamation Authority



Operations and Maintenance Report

October 2019

**Victor Valley Wastewater Reclamation Authority
Operations and Maintenance Report
October 2019**

TO: Board of Commissioners
FROM: Operations & Maintenance Staff
SUBJECT: Operations / Maintenance Report

DATE: November 21, 2019

The following information details the operation of the Victor Valley Wastewater Reclamation Authority Facility for October 2019. Included in this report is pertinent information regarding flows, process control information, process sampling, permit requirements, operations activities, and facility maintenance activities.

Pertinent Operational Data

| | | | |
|-----------------------------------|----------------|--------------------------------|-------------|
| Total Flow to Mojave | 207.7 MGD | Effluent to Mojave BOD | <4.29 mg/l |
| Avg. Daily Mojave Flow | 6.7 MGD | Plant BOD Removal % | >97.05 % |
| Total Flow to Perc Ponds | 143.4 MGD | Effluent to Mojave TSS | <2.1 mg/l |
| Avg. Daily Flow to Perc Ponds | 4.6 MGD | Plant TSS Removal % | >99.34 % |
| Effluent to Mojave avg. Turbidity | .42 NTU | Avg. Filter Effluent Turbidity | .53 NTU |
| Avg. Primary Sludge Flow | 72,897 gpd | Avg. Primary Sludge TS% | 2.7 % |
| Avg. Primary BOD Removal % | 46.5 % | Avg. Primary TSS Removal % | 73.8% |
| Avg. 30min Settle-O-Meter | 93.2 ml/l | Avg. Settle-O-Meter Pop Time | >90 min |
| Avg. Secondary Turbidity | 1.44 NTU | Total ADM/FOG Received | 567,820 gal |
| Total Digester Gas Production | 17,846,522 scf | Total ADM Received | 517,562 gal |
| Digester 4 Gas Production | 9,094,244 scf | Total FOG Received | 50,258 gal |
| Digester 5 Gas Production | 8,752,278 scf | Avg. Digester VA/A Ratio | .0115 |

CMMS Work Order Activity

VVWRA KPI Report

11/7/2019
2:04 PM

10/1/2019 - 10/31/2019

| KPI | Count | Percent |
|--------------------------------|-------|---------|
| Planned Work Total | 346 | |
| Planned Work Completed | 339 | 97.98% |
| Planned Work Completed On-Time | 318 | 91.91% |
| Planned Work Incomplete | 7 | 2.02% |
| Planned Work Completed Late | 23 | 6.65% |
| Total Work Completed | 858 | |
| Reactive Work Completed | 155 | 18.07% |
| PM Work Completed | 606 | 70.63% |

VVWRA O&M Monthly Report – October 2019

O & M Activities

- **Permit Continuous Monitoring Requirements**
 - All permit required, continuous monitoring equipment was on-line and working properly during the month.
 - All PH and conductivity probes cleaned and calibrated.
 - All TSS and Turbidity probes were cleaned and calibrated.
 - UVT probe cleaned and calibrated.
 - Monthly intensity probe verification completed.
- **Permit Violations**
 - No permit violations.
 - Date of last reportable incident: March 10, 2015.
 - Days since last reportable incident: 1,703 days.
- **Sampling**
 - All permit required samples for the month were collected and processed.
 - Monthly gas samples collected.
- **Safety**
 - Monthly vehicle safety inspections completed.
 - Monthly gas tech monitor inspections completed.
 - Monthly eyewash safety showers inspected.
 - Monthly SCBA inspections.
 - Hazardous storage area inspection.
 - Spill kit inspections.
- **Monthly Backup Generator Tests**
 - Routine testing of the backup generators was completed and showed no issues.
- **Essential Equipment Maintenance**
 - Aqua Guard pre-treatment screen inspected and serviced.
 - Headwork's conveyor belt lubed and inspected.
 - Grit classifier monthly lubed.
 - Primary clarifier shear pins replaced as needed.
 - Primary sludge pump repack PMs completed.
 - Piller blowers 1 & 6 weekly inspections complete.
 - Service Air compressors inspection and service completed.
 - Waukesha engines inspections completed.
 - Monthly tertiary filters gear box and platform drive wheel service complete.
 - Filter #1 & #2 monthly platform gear box PMs completed.
 - Monthly filter festoon inspection completed.
 - Filter #1 & #2 monthly backwash wasting pumps oil checks complete.
 - DAFT #1 and #2 Air Compressors PM services complete.
 - DAFT monthly lube completed.
 - Monthly UREA refill completed on CHPs #1 & #2.
 - CHP1&2 differential pressure readings taken within normal range, Gas DP pressure collected within normal range.

Operations / Areas of Concern

- **Sludge Thickening Operation**
 - Drying bed capacity.
 - Drying beds reachable with GBT thickened sludge.
- **Primary Clarifier Operation**
 - Settling of waste solids from HWRP.

Major Maintenance Activities

- **Preliminary process**
 - Septage EQ basin cleaning.
- **Secondary Process**
 - Waukesha engines 4&5 source testing completed.
 - Aeration basin 5-8 air header repair.
- **Treatment Disposal**
 - Digester mixing pump # mechanical seal replacement.
- **Power generation**
 - CHP # 1 24,000 hour drive coupling replacement.
 - CHP # 2 24,000 hour drive coupling replacement.
- **Miscellaneous Plant**
 - Plant culvert cleaning.

Victor Valley Wastewater Reclamation Authority



Environmental Compliance Department Report

October 2019

VWRA Environmental Compliance Department
Industrial Pretreatment Program

I. Interceptors Operation and Maintenance:

- 1. Interceptors cleaning & CCTV:** Otoe PS wet well was pumped and stormwater channel by the regional plant was cleaned as well
- 2. Interceptors Inspections:**

The following interceptors were visually inspected for signs of damage, vandalism and evidence of sanitary sewer overflows:

 - ✓ South Apple Valley & North Apple Valley.
 - ✓ Schedule 1, 2, 3 & 4
 - ✓ UNE Bypass HDPE pipe
 - ✓ Hesperia, I Ave and Santa Fe.
 - ✓ CSA 64
 - ✓ Adelanto
 - ✓ SCLA1
- 3. Damage and repair summary:**
 - ✓ No Damage found during inspections and no repair was needed or performed.
- 4. Sanitary sewer overflows (SSO) summary:**
 - ✓ Date of last reportable SSO: June 30th, 2018
- 5. Interceptors maintenance budget remaining:**
 - ✓ The fiscal year 2019-2020 Interceptor sewer maintenance amount remaining for sewer cleaning and inspection services is \$85,620.00
- 6. Dig Alert Underground tickets processed:**
 - ✓ A total of Two hundred and fourteen (214) USA Tickets were received and processed in October 2019.
- 7. Flow monitoring Studies:**
 - ✓ A flow monitoring study by ADS Environmental is continuing.

II. Industrial pretreatment Activities:

1. New Business Questionnaires and permits applications evaluated:

- ✓ Eleven (11) New Business Questionnaires were processed in the month of October 2019.
- ✓ One (1) New Business Inspection was conducted in the month of October 2019.

2. New permits issued:

- ✓ One (1) New permits were issued in the month of October 2019.

3. Permit renewals issued:

- ✓ Seven (7) Class III permit renewals were issued in the month of October 2019.

4. Work Orders:

- ✓ 54 Work Orders were completed in October 2019

5. Monthly revenues collected, and invoices issued:

- ✓ Revenues: \$2,800.00
- ✓ Invoiced: \$3,900.00

III. Industrial Pretreatment Activities (continued)

1. Current enforcement actions:

- ✓ No Notice of Violations were issued in October 2019.

2. Current active industrial pretreatment permits:

- ✓ The current number of VVWRA's industrial wastewater discharge permits is 429, they are comprised as follows:

| | | |
|-----|-----------|---|
| 1 | Class I | Categorical Industrial User |
| 11 | Class II | Non-Categorical Significant Industrial User |
| 409 | Class III | Non-Significant Industrial User |
| 1 | Class IV | Zero Discharge Industrial User |
| 15 | Class V | Sanitary Waste Haulers |

- ✓ The permitted establishments include:

| | |
|-----|------------------------------|
| 17 | Automotive Service Facility |
| 12 | Bakery |
| 1 | Brewery/Winery |
| 20 | Car Wash/Truck Wash/Bus Wash |
| 3 | Coffee Shop |
| 9 | Dry Cleaner |
| 302 | FSE |
| 22 | Grocery Store |
| 3 | Hospital |
| 3 | Misc. Food |
| 3 | Misc. Industrial |
| 4 | Other |
| 1 | Photographic |
| 1 | Print Shop |
| 1 | Prison |
| 3 | School |
| 4 | Water Retail |
| 15 | Waste Haulers |

- ✓ Permitted businesses are distributed among member entities as follows: 165 in Victorville, 127 in Apple Valley, 116 in Hesperia and 1 in Oro Grande.

Victor Valley Wastewater Reclamation Authority



Environmental Compliance Department

Septage/FOG/ADM Monthly Report

October 2019

1. Septage/FOG/ADM receiving invoices and payments monthly report:

Payments and Invoices period: October 1st thru October 31st – Septage rate per Gallon: \$ 0.0936
FOG/ADM rate per Gallon: \$ 0.04

Receiving invoices

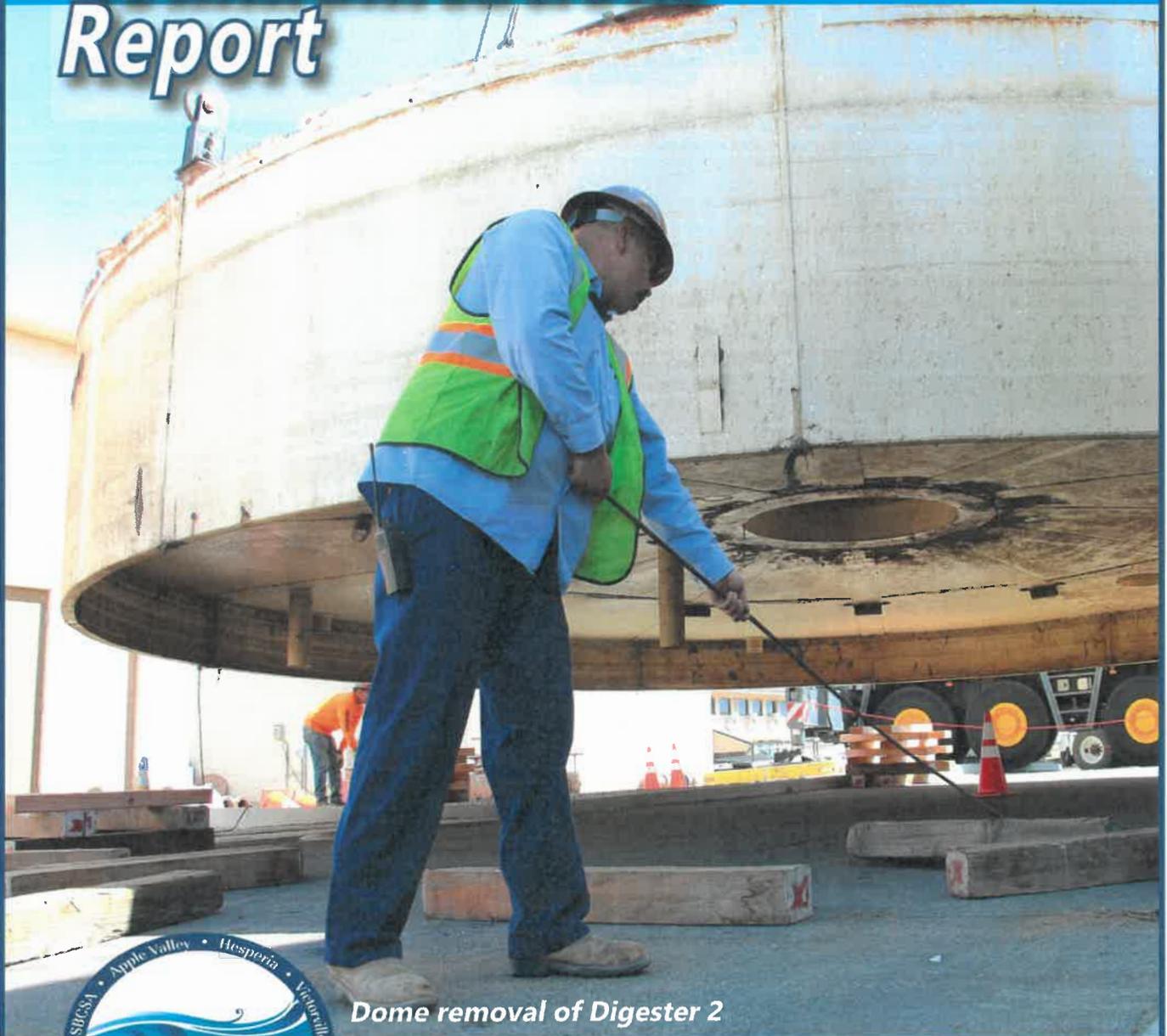
| ID No | Septage Hauler | Invoice Date | Total Gallons | Invoice Amount |
|---------------------|--|--------------|------------------|--------------------|
| ABS000 | Absolute Pumping | 10/28/2019 | 45,810 | \$4,287.82 |
| ALP000 | Alpha Omega Septic Service | 10/28/2019 | 161,746 | \$15,139.43 |
| BUR000 | Burns Septic | 10/28/2019 | 96,000 | \$8,985.60 |
| HIT000 | Hitt Plumbing | 10/28/2019 | 3,435 | \$321.52 |
| HON001 | Honest Johns Septic Service, Inc | 10/28/2019 | 95,553 | \$8,943.76 |
| POO000 | Pooman Pumping | 10/28/2019 | 33,000 | \$3,088.80 |
| RIG001 | Right Angle Solutions | 10/28/2019 | 0 | \$0 |
| ROT001 | T.R. Stewart Corp. dba Roto Rooter | 10/28/2019 | 80,726 | \$7,555.95 |
| USA000 | USA Septic | 10/28/2019 | 73,400 | \$6,870.24 |
| ALP000 | Alpha Omega Septic Service (Nutro) | 10/28/2019 | 77,320 | \$3,092.80 |
| COW000 | Co-West Commodities | 10/28/2019 | 155,000 | \$6,200.00 |
| LIQ000 | Liquid Environmental Solutions of CA | 10/28/2019 | 0 | \$0 |
| SMC000 | SMC Grease Specialist, Inc. | 10/28/2019 | 335,500 | \$13,420.00 |
| WES004 | West Valley MRF, LLC Burrtec Waste Industries, Inc. | 10/28/2019 | 0 | \$0 |
| HIT000 | Hitt Plumbing | 10/28/2019 | 6,435 | \$257.40 |
| Grand Totals | | | 1,163,925 | \$78,163.32 |

Septage/FOG/ADM receiving payments:

| ID No | Business Name | Payments Received |
|--------------------|--|--------------------------|
| ABS000 | Absolute Pumping | \$3,144.40 |
| ALP000 | Alpha Omega Septic Service | \$0 |
| BUR000 | Burns Septic | \$11,606.40 |
| HON001 | Honest Johns Septic Service, Inc | \$0 |
| RIG001 | Right Angel Solutions | \$0 |
| ROT001 | T.R. Stewart Corp. dba Roto Rooter | \$10,764.94 |
| USA000 | USA Septic | \$0 |
| ALP000 | Alpha Omega Septic Service (Nutro) | \$0 |
| COW000 | Co-West Commodities | \$6,040.00 |
| LIQ000 | Liquid Environmental Solutions of CA | \$0 |
| SMC000 | SMC Grease Specialist, Inc. | \$16,880.00 |
| WES004 | West Valley MRF, LLC Burrtec Waste Industries, Inc. | \$0 |
| HIT000 | Hitt Plumbing | \$11,574.58 |
| Grand Total | | \$60,010.32 |



Safety & Communications Report



Dome removal of Digester 2

October 2019



Safety

STAFF SAFETY TAILGATE/ORIENTATION

- October 1--How to use an eyewash
- October 10--Hand safety
- October 14--Drop,cover and hold on
- October 17--Earthquake safety
- October 24--Back safety ergonomics
- October 31--the importance exercise





Safety

Safety Events/ Training

- Safety tailgates
- Daily, weekly and monthly plant inspections
- Lock out/tag out training
- Front end loader training



Unsafe Conditions Reported/Resolved

Date of last recordable accident/injury: October 21, 2019
Employee twisted ankle stepping off ladder

Days since last recordable accident/injury:
10 Days





Safety

NEXT MONTH'S SCHEDULE OF STAFF TRAINING/SAFETY EVENTS :

- Safety Tailgates will be conducted at the Thursday weekly staff briefings.
- Safety Tailgates will be conducted at the bi-monthly Administrative staff meetings.
- Safety Committee meeting



Communications

- Maintained VWRA website and social media sites including Facebook & Twitter.



- Prepping Fall edition of the Purple Pipe





Outreach

- Represented VWRA at High Desert Opportunity



- Represented VWRA and facilitated at CWEA/ DAMS TCP event in San Bernardino

