

**MINUTES OF A REGULAR MEETING**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWVRA)**  
**April 16, 2020**

**CALL TO ORDER:** Chair Scott Nassif called the meeting to order at 7:31 AM; via teleconference 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:**

**Darron Poulsen, General Manager**  
**Kristi Casteel, Secretary to GM/Board**  
**Piero Dallarda, Legal Counsel (BB&K)**

**Chieko Keagy, Controller**  
**Robert Coromina, Director of Administration**

**Guest Present:**

**Doug Robertson Apple Valley**  
**Keith Metzler, Victorville**  
**Don Holland, County of San Bernardino**

Chair Nassif read the following statement:

Welcome to the VWVRA April 16, 2020, regular meeting. I hope that you can all hear us. If you are following us and you are unable to speak for any reason or encounter any difficulties, please contact via e-mail our Board clerk, Kristi Casteel, her contact information is printed on the first page of the agenda. She or another VWVRA employee will try to assist you. Please note that we will be having a closed session shortly after 7:30 a.m. telephonically though a different line so this line maybe silent until we come back from closed session.

I am sure that all of the participants have noticed the COVID 19 notice on the first page of our agenda. Public participation in our democracy is really fundamental to the health of our democracy. We wish we could hold our meeting in person, but given the current COVID19 contagion concerns and our Governor's order and the Order of the Public Health officer for the County of San Bernardino, we are holding our meeting via Internet and telephonically. We will do our best to conduct the meeting in an orderly fashion and make sure that anyone who would like to participate has a chance to do so. Please follow the instructions on the first page of the agenda so we can make sure that you get to participate. Hopefully, this will be the one and only meeting we have to hold in this

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fashion and, our meeting next month will be in person because COVID-19 is no longer a concern, For right now, however, it is key that we keep the social distancing guidelines that appear to have helped California avoid some of the experiences other states have had.

**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.

**Moved: Commissioner Lovingood**

**Second: Commissioner Jones**

**Motion to enter into Closed Session**

**Motion passed by a 4-0 vote**

**REGULAR SESSION**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Chair Nassif called the meeting to order at 8:18 AM.

**REPORT FROM CLOSED SESSION**

None

**PUBLIC COMMENTS- REGULAR SESSION AGENDA**

None

**POSSIBLE CONFLICT OF INTEREST**

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

**CONSENT CALENDAR:**

- 6. Receive, Approve and File Minutes, February 27, 2020 and March 9, 2020**

- 7. Receive, Approve and File January 2020 and February 2020 Disbursement**
- 8. Recommendation to Approve Resolution 2020-03 Declaration of Emergency**

**Moved: Commissioner Jones**

**Second: Commissioner Lovingood**

**Approval of the Consent Calendar with Chair Nassif abstaining from any disbursements to Napa Auto Parts on item 7 and Commissioner Bird abstaining from item 6.**

**Chair Nassif- Yes**

**Commissioner Jones- Yes**

**Commissioner Bird- Yes**

**Commissioner Lovingood- Yes**

**Motion passed by a 4-0 roll call vote**

**ACTION ITEM:**

- 9. Recommendation to Approve Resolution 2020-01 for Flow Allocation**

It is recommended that the Board of Commissioners adopt Resolution 2020-01 (Exhibit 1), a Resolution of the Board of Commissioners of the Victor Valley Wastewater Reclamation Authority to amend flow billing percentages and approve the flow billing rates as measured by ADS Environmental Services, Inc.

**Moved: Commissioner Bird**

**Second: Commissioner Lovingood**

**Approval of Recommendation for Resolution 2020-01 for Flow Allocation**

**Chair Nassif- Yes**

**Commissioner Jones- Yes**

**Commissioner Bird- Yes**

**Commissioner Lovingood- Yes**

**Motion passed by a 4-0 roll call vote**

- 10. Recommendation to Approve Resolution 2020-02 Amend and Approve 2020 CEQA Guidelines**

It is recommended that the Board of Commissioners approve Resolution 2020-02 to amend and adopt 2020 local guidelines for implementing the California Environmental Quality Act.

**Moved: Commissioner Lovingood**

**Second: Commissioner Jones**

**Approval of Recommendation for Resolution 2020-02 Amend and Approve 2020 CEQA Guidelines**

**Chair Nassif- Yes**

**Commissioner Jones- Yes**

**Commissioner Bird- Yes**

**Commissioner Lovingood- Yes**

**Motion passed by a 4-0 roll call vote**

**11. Recommendation to Approve Gas Conditioning Media Replacement and Necessary Lab Analysis Performed by Biogas Engineering**

It is recommended that the Board of Commissioners approve Biogas Engineering to perform the necessary media replacement and lab analysis on one H2S vessel and both siloxane vessels not to exceed \$68,000.00.

**Moved: Commissioner Bird**

**Second: Chair Nassif**

**Approval of Recommendation for Gas Conditioning Media Replacement and Necessary Lab Analysis Performed by Biogas Engineering**

**Chair Nassif- Yes**

**Commissioner Jones- Yes**

**Commissioner Bird- Yes**

**Commissioner Lovingood- Yes**

**Motion passed by a 4-0 roll call vote**

**12. Recommendation to Approve VVWRA's Mission Statement**

It is recommended that the Board of Commissioners give direction to the General Manager on any changes to the wording of the proposed Mission Statement and the VVWRA Logo and approve final versions of these business elements for immediate use.

**Moved: Commissioner Jones**

**Second: Commissioner Bird**

**Approval of Recommendation for VVWRA's Mission Statement**

**Chair Nassif- Yes**

**Commissioner Jones- Yes**

**Commissioner Bird- Yes**

**Commissioner Lovingood- Yes**

**Motion passed by a 4-0 roll call vote**

**13. Recommendation to Approve Audit Services**

It is recommended that the Board of Commissioners provide guidance for the following proposed actions: 1.The current auditing services contract with Fedak and Brown, LLP (Fedak) has expired. Staff is seeking permission to extend a contract with Fedak for a minimum of one year up to three years. Or 2. Give direction to the General Manager and the Controller to go out to bid for new auditing services.

**Moved: Commissioner Lovingood                      Second: Commissioner Bird**

**Approval of Recommendation for Audit Services for one year**

**Chair Nassif- Yes**

**Commissioner Jones- Yes**

**Commissioner Bird- Yes**

**Commissioner Lovingood- Yes**

**Motion passed by a 4-0 roll call vote**

**14. Recommendation to Approve Trimax**

It is recommended that the Board of Commissioners approve the following: 1.Payment of \$52,900.00 to Trimax Systems Inc (Trimax) for the systems and controls integration work being performed to connect the VVWRA Recycled Water pipeline to the Town of Apple Valley (Town) newly built recycled water infrastructure. 2. Allow the VVWRA General Manager to negotiate with the Town Manager of Apple Valley a full or partial reimbursement of this expense after the project is complete. This negotiated expense will be brought back for the Board's consideration.

**Moved: Commissioner Lovingood                      Second: Commissioner Jones**

**Approval of Recommendation for Trimax**

**Chair Nassif- Yes**

**Commissioner Jones- Yes**

**Commissioner Bird- Yes**

**Commissioner Lovingood- Yes**

**Motion passed by a 4-0 roll call vote**

**STAFF/PROFESSIONAL SERVICES REPORTS:**

**15. General Managers Report**

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- 16. Financial and Investment Report – March 2020**
- 17. Operations & Maintenance Report – March 2020**
- 18. Environmental Compliance Department Reports – March 2020**
- 19. Septage Receiving Facility Reports – March 2020**
- 20. Safety & Communications Report – March 2020**

**CLOSED SESSION (If Closed Session is continued)**

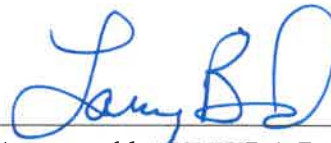
**ADJOURNMENT**

**The board will adjourn to a regular board meeting on May 21, 2020 at 7:30 a.m.**

**APPROVAL:**

**DATE:** May 21, 2020

**BY:**



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