

**MINUTES OF A REGULAR MEETING**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWVRA)**  
**December 19, 2019**

**CALL TO ORDER:** Chair Scott Nassif called the meeting to order at 7:33 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:**

**Darron Poulsen, General Manager**  
**Kristi Casteel, Secretary to GM/Board**  
**Piero Dallarda, Legal Counsel (BB&K)**  
**Chieko Keagy, Controller**  
**Latif Laari, Business Applications Manager**

**Brad Adams, Plant Superintendent**  
**Andrew Henriquez, Lead Operator**  
**Alton Anderson, Construction Manager**  
**Robert Coromina, Director of Administration**

**Guest Present:**

**Doug Robertson Apple Valley**  
**Nils Bentsen, City of Hesperia**  
**Keith Metzler, City of Victorville**  
**Don Holland, County of San Bernardino**  
**Brian Gengler, City of Victorville**

**Smitty Smith, Mojave Water**  
**George Harris, Victorville**  
**Logan Olds, Anaergia**

**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 roll call vote**

**REGULAR SESSION**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Chair Nassif called the meeting to order at 8:58 AM.

**REPORT FROM CLOSED SESSION**

None

**PUBLIC COMMENTS- REGULAR SESSION AGENDA**

None

**PRESENTATIONS**

None

**POSSIBLE CONFLICT OF INTEREST**

Chair Nassif will be abstaining from any disbursements to Napa Auto Parts on item 5

**CONSENT CALENDAR:**

4. **Receive, Approve and File Minutes, November 21, 2019**
5. **Receive, Approve and File November 2019 Disbursement**

**Moved: Commissioner Lovingood**

**Second: Commissioner Jones**

**Approval of the Consent Calendar Items 4 and 5 with Chair Nassif abstaining from any disbursements to Napa Auto Parts on item 5 and Commissioner Bird abstaining from item 4.**

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

**GENERAL MANAGER'S REPORT:**

6. **New Hires**

**Introduction of New Employees**

- **Darron Poulsen, General Manager**
- **Brad Adams, Plant Superintendent**
- **Andrew Henriquez, Lead Operator**

**7. Recommendation to Award PLC's Replacement Project**

The Board will consider approval of a contract for the Programmable Logic Controllers (PLC) Replacement Project Phase 1 to Trimax in the amount of \$470,142.00

**Moved: Commissioner Jones**

**Second: Commissioner Bird**

**Approval of Recommendation to Award PLC's Replacement Project**

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

**8. Recommendation to Award ADS Environmental to Perform the Interceptor Risk Analysis Project**

The Board will consider approval to award the Interceptor Risk Analysis Project Flow Study to ADS Environmental for a fee not to exceed \$ 50,000.00. The results of the flow study will be used to validate capacity restrictions predicted by the Hydraulic model completed by Dudek in March 2019.

**Moved: Commissioner Bird**

**Second: Commissioner Lovingood**

**Approval of Recommendation to Award ADS Environmental to Perform the Interceptor Risk Analysis Project**

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

**9. Recommendation to Adopt Resolution 2019-16 to Authorization for Bank Card Signatures**

The Board will consider approval of Resolution 2019-16, to update authorized signers for Desert Community Bank, a Division of Flagstar Bank.

**Moved: Commissioner Lovingood**

**Second: Commissioner Bird**

**Approval of Recommendation to Adopt Resolution 2019-16 to Authorization for Bank Card Signatures**

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

**10. Recommendation to Adopt Resolution 2019-17 to Receive and File A Single Audit Report for FY End June 30, 2018**

The Board will consider approval of Resolution 2019-17, A Resolution of the Board of Commissioners of the Victor Valley Wastewater Reclamation

Authority to receive and file the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2018.

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

**Motion to table this item for the January agenda**

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

**11. Recommendation to Adopt Resolution 2019-18 for a CEQA Notice of Exemption for the Biogas Project**

The Board will consider approval of Resolution 2019-18, a Resolution of VVWRA to Approve a Categorical Exemption from the California Environmental Quality Act (CEQA) for the VVWRA Biomethane Gas Project.

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

**Approval of Recommendation to Adopt Resolution 2019-18 for a CEQA Notice of Exemption for the Biogas Project**

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

**12. Recommendation to Increase Existing Professional Services Agreement with Carollo**

The Board will consider approval to increase the amount of the existing Professional Services Agreement (PSA) for Construction Management/Inspection Services PO 16835 dated 9-24-18 for the Desert Knolls Wash Interceptor Project with Carollo Engineers by \$17,386.06 for additional services. This would be in accordance to their Amendment Proposal dated November 14, 2019 which is attached. This brings the PSA to a total of \$186,179.06. The project is complete and this is the final adjustment.

**Moved: Commissioner Jones                      Second: Commissioner Bird**

**Approval of Recommendation to Increase Existing Professional Services Agreement with Carollo**

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

**STAFF/PROFESSIONAL SERVICES REPORTS:**

13. **Financial and Investment Report – November 2019**
14. **Operations & Maintenance Report – November 2019**
15. **Environmental Compliance Department Reports – November 2019**
16. **Septage Receiving Facility Reports – November 2019**
17. **Safety & Communications Report – November 2019**

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

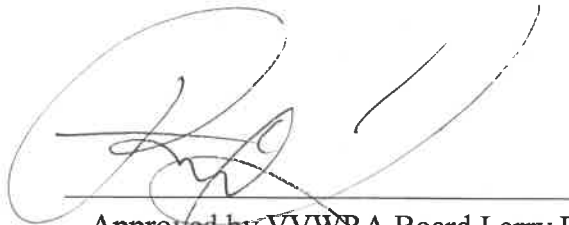
**ADJOURNMENT**

**The board will adjourn to a regular board meeting on January 16, 2020 at 7:30 a.m.**

**APPROVAL:**

**DATE:** January 16, 2019

**BY:**



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