

**MINUTES OF A REGULAR MEETING
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWVRA)
December 20, 2018**

CALL TO ORDER: Chair Jeff Rigney called the meeting to order at 8:01 am; in Conference Room D at Victorville City Hall, located at 14343 Civic Drive, Victorville California, with the following members present:

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

**Jeff Rigney, Chair
Art Bishop, Vice-Chair
Jim Cox, Secretary
Larry Bird, Treasurer**

VWVRA Staff and Legal Counsel:

**Logan Olds, General Manager
Kristi Casteel, Secretary to GM/Board
Piero Dallarda, Legal Counsel (BB&K)
Chieko Keagy, Controller
Alton Anderson, Construction Manager
David Wylie, Safety & Communications Officer**

**Xiewi Wang, Senior Accountant
Robert Coromina, Director of Administration
Brad Adams, Lead Operator
Marcos Avila, Lead Mechanic
Eugene Davis, O&M Manager**

Others Present:

**Keith Metzler, City of Victorville
Jeffery Palmer, Fedak & Brown
Doug Robertson, Apple Valley**

**Debra Jones, City of Victorville
George Harris, City of Victorville**

CLOSED SESSION

PUBLIC COMMENTS- CLOSED SESSION AGENDA

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

Commissioner Bishop made a motion to enter into Closed Session. Seconded by Commissioner Cox.

REGULAR SESSION

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair Rigney called the meeting to order at 9:02 am.

REPORT FROM CLOSED SESSION

Nothing to report

PUBLIC COMMENTS- REGULAR SESSION AGENDA

ANNOUNCEMENTS AND CORRESPONDENCE:

- 5. Possible conflict of interest issues**
- 6. Article- Grease Collection Cooperative In Tempe**
- 7. Notice- State Water Resource Control Board Notice of Public Meeting**

CONSENT CALENDAR:

- 8. Approve November 2018 Disbursement Registers**
- 9. Approve Minutes from the November 15, 2018 Regular Meeting**
- 10. Recommendation to Approve Employment Contract for Plant Superintendent**

Commissioner Bishop made a motion to table item 10 and approve items 8 and 9, seconded by Commissioner Bird and approved by roll call vote.

Chair Rigney: Yes

Commissioner Bird: Yes

Commissioner Bishop: Yes

Commissioner Cox: Yes

REPORTS & PRESENTATIONS:

- 11. Presentation: Audit for Fiscal Year Ending 17-18 –**

Jeff Palmer gave a presentation on the Audit for Fiscal Year Ending 17-18

ACTION & DISCUSSION ITEMS:

- 12. Resolution 2018- 18 Receive and File CAFR**

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

Chair Rigney: Yes

Commissioner Bird: Yes

Commissioner Bishop: Yes

Commissioner Cox: Yes

13. Resolution 2018- 19 Receive and File AB1600

Manager Olds stated that at the City of Victorville's request, in coordination with the other member agencies, staff prepared its first annual AB1600 report to be received and filed by the Board.

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

Chair Rigney: Yes

Commissioner Bird: Yes

Commissioner Bishop: Yes

Commissioner Cox: Yes

14. Resolution 2018- 20 Amend the Procurement Policy

Manager Olds stated that it has become an issue to acquire quotes associated with electrical work at the facility. After a discussion with legal counsel, it was suggested that VVWRA revise its Procurement Policy to reflect some elements of the Public Contract Code that would allow VVWRA to create a contract for multiple vendors to be able to come in and do the work that is needed by the process that is approved by the State. The element that ties into this is shown on item 16 of the agenda.

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

Chair Rigney: Yes

Commissioner Bird: Yes

Commissioner Bishop: Yes

Commissioner Cox: Yes

15. Recommendation to Approve Addition of Tyler Payroll Module

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Manager Olds stated that about four months ago the Board approved a transition to a different payroll firm. While working with Tyler, Chieko found out that they have a payroll module that would cost less and more consistent with the changes the VVWRA is making with its accounting software.

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

Chair Rigney: Yes

Commissioner Bird: Yes

Commissioner Bishop: Yes

Commissioner Cox: Yes

16. Recommendation to Approve Open Purchase Order to Perform Electrical Services

Manager Olds stated that this item ties into item 14.

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

Chair Rigney: Yes

Commissioner Bird: Yes

Commissioner Bishop: Yes

Commissioner Cox: Yes

17. Recommendation to Approve Professional Services with Larry Walker for 2019 Regulatory Assistance

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

Chair Rigney: Yes

Commissioner Bird: Yes

Commissioner Bishop: Yes

Commissioner Cox: Yes

STAFF/PROFESSIONAL SERVICES REPORTS:

18. **Financial and Investment Report – November 2018**
19. **Operations & Maintenance Report – November 2018**
20. **Environmental Compliance Department Reports – November 2018**
21. **Septage Receiving Facility Reports – November 2018**
22. **Safety & Communications Report – November 2018**

NEXT VVWRA BOARD MEETING:

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

FUTURE AGENDA ITEMS

Leave Policy

Flow Billing Percentages and Re-allocation

Electrical Contract Work

COMMISSIONER COMMENTS

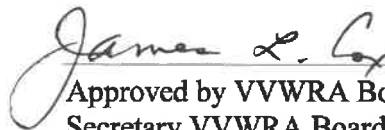
Chair Rigney requested a presentation on VVWRA's FOG Program at one of the future Board Meetings

ADJOURNMENT

APPROVAL:

DATE: 12-21-19

BY:



Approved by VVWRA Board James Cox,
Secretary VVWRA Board of Commissioners