

As a matter of proper business decorum, the Board of Commissioners respectfully request that all cell phones be turned off or placed on vibrate. To prevent any potential distraction of the proceeding, we request that side conversations be taken outside the meeting room.

AGENDA
REGULAR BOARD MEETING
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
VICTORVILLE CITY HALL, CONFERENCE ROOM D
14343 CIVIC DRIVE, VICTORVILLE CA 92392

Thursday, March 19, 2020
7:30 a.m.

VVWRA is committed to protecting public health and the environment in the Victor Valley by providing effective and fiscally responsible wastewater collection, treatment, and recycling.

Call to Order

Nassif

Roll Call

Secretary

Public Comments- Closed Session Agenda Items

Nassif

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 7:30 a.m.. If the matters discussed in closed session require additional time beyond 8:00 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.

Closed Session

Item 1. (Gov. Code Sec. 54954.5-54956.9(d))- Flow Diversion

Item 2. (Gov. Code Sec. 54956.9(d))- Threatened or Potential Litigation-
Upper Narrows Project

Item 3. (Gov. Code Sec. 54956.9(d))- Threatened or Potential Litigation-
Lahontan-Potential NOV Resolution Discussion

Item 4. (Gov. Code Sec. 54956(a))- Conference with Legal Counsel-
Existing Litigation- Gina Cloutier adv. VVWRA Case Number RCI-36632

Item 5. (Gov. Code Sec. 54957.6/ 54954.5 (f)) Conference with Legal
Counsel-Labor Negotiation

- The City Employees Association
- Supervisors Association

Call to Order & Pledge of Allegiance

Nassif

Report From Closed Session

Legal

Public Comment (Government Code Section 54954.3)

Nassif

Opportunity for members of the public to directly address the Board on items of public interest within its jurisdiction. The public may also address the Board on items being considered on this agenda. VVWRA requests that all public speakers complete a speaker's card and provide it to the Secretary. 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. We request that remarks be limited to five minutes or less. Pursuant to Government Code Section 54954.3, if speaker is utilizing a translator, the total allotted time will be doubled.

Possible Conflicts of Interest

Nassif

Consent Calendar

Nassif

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.

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

- Regular Board Meeting 02/27/2020
- Special Meeting 03/09/20

Item 7. Receive, Approve and File February 2020 Disbursement

- Warrant Summary Disbursements

Board Action Required

Action Items

The Executive Leadership Team will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.

Item 8. Recommendation to Approve Resolution 2020-01 for Flow Allocation **Keagy**

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.

Board Action Required

Item 9. Recommendation to Approve VVWRA's Mission Statement **Poulsen**

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.

Board Action Required

Item 10. Recommendation to Approve Trimax

Laari

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.

Board Action Required

Item 11. Recommendation to Approve Audit Services

Keagy

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.

Board Action Required

Item 12. Discussion: Flow Diversion

Poulsen

Board Action Possible

Staff Reports

Reports are submitted as presented by Staff. Staff is available if the Commission has questions.

Item 13. General Managers Report

Poulsen

- Operator and Mechanic Update
- Update on Subregionals

Item 14. Financial and Investment Report – February 2020

Keagy

Item 15. Operations and Maintenance Report – February 2020

Adams

Item 16. Environmental Compliance Report – February 2020

Laari

Item 17. Septage Receiving Facility Report – February 2020

Laari

Item 18. Safety and Communication Report – February 2020

Wylie

Adjournment

Nassif

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

American Disabilities Act Compliance Statement
Government Code Section 54954.2(a)



Any request for disability-related modifications or accommodations (including auxiliary aids or services) sought to participate in the above public meeting should be directed to the VVWRA's Secretary at (760) 246-8638 at least 72 hours prior to the scheduled meeting. Requests must specify the nature of the disability and the type of accommodation requested.

Agenda posting

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.

Agenda items received after posting

Government Code Section 54957.5

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the VVWRA office located at, 20111 Shay Road, Victorville CA 92394. The materials will also be posted on the VVWRA website at www.vvwra.com.

Items Not Posted

Government Code Section 54954.2(b)

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 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.

Items Continued

Government Section 54954.2(b)(3)

Items may be continued from this meeting without further notice to a Committee or Board meeting held within five (5) days of this meeting

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

VVWRA's Board Meeting packets and agendas are available for review on its website at www.vvwra.com. The website is updated on Friday preceding any regularly scheduled board meeting.

**MINUTES OF A REGULAR MEETING
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWRA)
February 27, 2020**

CALL TO ORDER: Chair Scott Nassif called the meeting to order at 7:35 AM; in Conference Room A 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 Holland, Secretary
Robert Lovingood, Treasurer**

VWRA Staff and Legal Counsel:

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

**Chieko Keagy, Controller
Alton Anderson, Construction Manager
Robert Coromina, Director of Administration**

Guest Present:

**Don Holland, County of San Bernardino
Brian Gengler, City of Victorville
Doug Robertson, Town of Apple Valley**

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 Jones

Second: Commissioner Holland

Motion to enter into Closed Session

REGULAR SESSION

CALL TO ORDER & PLEDGE OF ALLEGIANCE

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Chair Nassif called the meeting to order at 10:43 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 8

CONSENT CALENDAR:

- 7. Receive, Approve and File Minutes, January 16, 2020 and January 30, 2020**
- 8. Receive, Approve and File January 2020 Disbursement**

Moved: Commissioner Lovingood

Second: Commissioner Jones

Approval of the Consent Calendar Items 7 and 8 with Chair Nassif abstaining from any disbursements to Napa Auto Parts on item 8.

Chair Nassif- Yes

Commissioner Jones- Yes

Commissioner Holland- Yes

Commissioner Lovingood- Yes

Motion passed by a 4-0 roll call vote

PRESENTATIONS

- 9. Ordinance 002**

Darron Poulsen gave a presentation on Ordinance 002.

PUBLIC HEARING

- 10. Second Reading of Ordinance 002**

Chair Nassif opened the Public Hearing at 10:58 AM.

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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 11:09 am

ACTION ITEM:

11. Recommendation to Adopt Ordinance 002

The Board will consider adoption of Ordinance 002, amendment as presented and approved for the fiscal year 2019-2020, increasing the connection fee from \$4000/equivalent dwelling unit to \$4679/equivalent dwelling unit.

Moved: Commissioner Jones

Second: Commissioner Holland

Approval of Recommendation to Adopt Ordinance 002. The Board gave staff direction to post Ordinance 002 and in 30 days the new fee will be enforceable.

Chair Nassif- Yes

Commissioner Jones- Yes

Commissioner Holland- Yes

Commissioner Lovingood- Yes

Motion passed by a 4-0 roll call vote

Commissioner Lovingood had to leave for another scheduled appointment.

12. Recommendation to Ratify Emergency Work for Drying Beds

The Board will consider approval to ratify the expenditure of \$129,623.63 for materials and consultants in dealing with the associated declared emergency with the solids dewatering. This emergency was proclaimed and ratified by the Board of Commissioners on January 16, 2020.

Moved: Commissioner Holland

Second: Commissioner Jones

Approval of Recommendation to Ratify Emergency Work for Drying Beds

Chair Nassif- Yes

Commissioner Jones- Yes

Commissioner Holland- Yes

Motion passed by a 3-0 roll call vote with Commissioner Lovingood absent.

13. Recommendation to Hire an Electrical Instrumentation Technician

The Board will consider approval to the General Manager to fill the previously approved and budgeted Electrical Instrumentation Technician position, (E&I Tech). This position was budgeted for and approved in the FY 2019/2020 Budget.

Approval of Recommendation to Hire an Electrical Instrumentation Technician

Consensus for approval- no roll call

14. Recommendation to Authorize the General Manager to Sign the Grant of Easement Document from High Desert Solar

The Board will consider approval to give direction to the General Manager regarding the level of liability insurance coverage desired for the Grant of Easement document with High Desert Solar, LLC and authorize the General Manager to approve the amended agreement inclusive of a Liability coverage amount that both VVWRA and High Desert Solar, LLC (HDSI, LLC) agree upon.

Moved: Commissioner Holland Second: Commissioner Jones

Approval of Recommendation to Authorize the General Manager to Sign the Grant of Easement Document from High Desert Solar

Chair Nassif- Yes

Commissioner Jones- Yes

Commissioner Holland- Yes

Motion passed by a 3-0 roll call vote with Commissioner Lovingood absent.

STAFF/PROFESSIONAL SERVICES REPORTS:

15. General Managers Report

16. Financial and Investment Report – January 2020

17. Operations & Maintenance Report – January 2020

18. Environmental Compliance Department Reports – January 2020

19. Septage Receiving Facility Reports – January 2020

20. Safety & Communications Report – January 2020

CLOSED SESSION (If Closed Session is continued)

ADJOURNMENT

The board will adjourn to a regular board meeting on **March 19, 2020 at 7:30 a.m.**

APPROVAL:

DATE: March 19, 2019

BY:

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

**MINUTES OF A REGULAR MEETING
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWVRA)
March 9, 2020**

CALL TO ORDER: Chair Scott Nassif called the meeting to order at 1:31 PM; 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
Bill Holland, 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)

Guest Present:

**Nils Bentsen, City of Hesperia
Don Holland, County of San Bernardino
Doug Robertson, Town of Apple Valley**

**Keith Metzler, City of Victorville
Art Bishop, Town of Apple Valley**

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
Motion to enter into Closed Session**

Second: Commissioner Jones

REGULAR SESSION

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair Nassif called the meeting to order at 2:35 PM.

REPORT FROM CLOSED SESSION

None

PUBLIC COMMENTS- REGULAR SESSION AGENDA

None

ACTION ITEM:

2. Discussion: Flow Diversion

There was no discussion on this item.

ADJOURNMENT

The board will adjourn to a regular board meeting on March 19, 2020 at 7:30 a.m.

APPROVAL:

DATE: March 19, 2019

BY: _____

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




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: March 3, 2020

TO: Darron Poulsen
 General Manager

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 FEBRUARY 2020, check numbers 123049-123115 and ACH's.

<i>Accounts Payable</i>			
<i>Checks</i>	<i>ACH's and EFT's</i>	<i>Payroll</i>	<i>Total</i>
\$133,103.59	\$3,161,152.74	\$359,650.26	\$3,653,906.59

**Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 2/1/20 through 2/29/20**

Vendor ID	Vendor Name	Type	Payment #	Date	Total
AMSA000	A.M.S. / Anderson Air Conditioning LP	Check	123049	2/6/2020	\$ 2,636.57
ZEEM000	Cintas Corporation	Check	123050	2/6/2020	\$ 229.94
EPCO000	EP CONTAINER CORP	Check	123051	2/6/2020	\$ 440.74
GAOS000	G.A. OSBORNE PIPE & SUPPLY	Check	123052	2/6/2020	\$ 92.00
PROF003	Hoffman Southwest Corp	Check	123053	2/6/2020	\$ 13,642.13
MOJA004	MOJAVE COPY & PRINTING	Check	123054	2/6/2020	\$ 699.52
ORKI000	ORKIN	Check	123055	2/6/2020	\$ 150.00
PRUD001	PRUDENTIAL OVERALL SUPPLY	Check	123056	2/6/2020	\$ 1,125.45
ROYA000	ROYAL WHOLESALE ELECTRIC	Check	123057	2/6/2020	\$ 3,103.01
ALLI003	ALLIED ELCTRONICS Inc	Check	123059	2/13/2020	\$ 102.22
AME000	AMETEK Arizona Instrument, LLC dba AMETEK Brookfield	Check	123060	2/13/2020	\$ 1,870.55
AQUA004	AQUA-AEROBIC SYSTEMS, INC	Check	123061	2/13/2020	\$ 3,934.80
ATMO000	ATMOSPHERIC ANALYSIS AND CONSULTING, INC	Check	123062	2/13/2020	\$ 3,220.00
ECOL000	Ecology Water Systems Technology, LLC	Check	123063	2/13/2020	\$ 1,436.84
JURU000	Jurupa Community Services District	Check	123064	2/13/2020	\$ 250.00
ORKI000	ORKIN	Check	123065	2/13/2020	\$ 400.38
SOLI000	Solinst Canada Ltd	Check	123066	2/13/2020	\$ 26.91
SCLU000	Southern Counties Lubricants	Check	123067	2/13/2020	\$ 1,055.15
SWAI000	SWAINS ELECTRIC MOTOR SERVICE	Check	123068	2/13/2020	\$ 3,212.91
THUR000	Thurlow's Heating & A/C Inc.	Check	123069	2/13/2020	\$ 4,045.96
UNIT000	UNITED RENTALS NORTHWEST, INC	Check	123070	2/13/2020	\$ 2,702.56
OLDS000	OLDS, LOGAN	Check	123071	2/13/2020	\$ 2,970.94
AMSA000	A.M.S. / Anderson Air Conditioning LP	Check	123072	2/20/2020	\$ 1,204.29
AIRG000	AIRGAS USA, LLC	Check	123073	2/20/2020	\$ 410.55
SORR000	Angela Sorrell	Check	123074	2/20/2020	\$ 307.09
APPL001	APPLE VALLEY CHAMBER OF COMMERCE	Check	123075	2/20/2020	\$ 750.00
APPL015	Apple Valley Transfer & Storage dba Shredyourdocs.com	Check	123076	2/20/2020	\$ 52.65
FLYE000	Flyers Energy, LLC	Check	123077	2/20/2020	\$ 3,857.64
GAOS000	G.A. OSBORNE PIPE & SUPPLY	Check	123078	2/20/2020	\$ 888.87
GPEL000	G.P. ELECTRIC	Check	123079	2/20/2020	\$ 4,785.47
HESPO05	HESPERIA UNIFIED SCHOOL DISTRICT	Check	123080	2/20/2020	\$ 40.95
HIDE000	HI-DESERT COMMUNICATIONS	Check	123081	2/20/2020	\$ 100.00
HIDE001	HI-DESERT WINDOW WASHING	Check	123082	2/20/2020	\$ 307.00
INDU007	INDUSTRIAL RUBBER & SUPPLY, LLC	Check	123083	2/20/2020	\$ 2,304.77
KONI000	KONICA MINOLTA BUSINESS SOLUTIONS	Check	123084	2/20/2020	\$ 136.38
APPL000	LIBERTY UTILITIES- APPLE VALLEY RANCHOS WATER	Check	123085	2/20/2020	\$ 91.39
LUHD000	Luhdorff and Scalmanini Consulting Engineers, Inc.	Check	123086	2/20/2020	\$ 5,242.25
MEEC000	MEEC	Check	123087	2/20/2020	\$ 2,500.00
MOTI000	MOTION INDUSTRIES, INC.	Check	123088	2/20/2020	\$ 558.22
PRUD001	PRUDENTIAL OVERALL SUPPLY	Check	123089	2/20/2020	\$ 1,131.63
ROYA000	ROYAL WHOLESALE ELECTRIC	Check	123090	2/20/2020	\$ 12,309.27
SWAI000	SWAINS ELECTRIC MOTOR SERVICE	Check	123091	2/20/2020	\$ 3,843.30
APPL007	TOWN OF APPLE VALLEY	Check	123092	2/20/2020	\$ 171.68
UNIT000	UNITED RENTALS NORTHWEST, INC	Check	123093	2/20/2020	\$ 7,652.67
SENT000	DAN SENTMAN	Check	123095	2/27/2020	\$ 212.39
ANTH000	DONNA ANTHONY	Check	123096	2/27/2020	\$ 432.00
AMER011	American Organics	Check	123097	2/27/2020	\$ 60.18
APPL004	APPLIED INDUSTRIAL TECHNOLOGIES	Check	123098	2/27/2020	\$ 171.05
AQUA000	AQUATIC BIOASSAY / CONSULT INC.	Check	123099	2/27/2020	\$ 230.00
VEBA000	California School VEBA	Check	123100	2/27/2020	\$ 182.92
VICT003	CITY OF VICTORVILLE / SANITATION	Check	123101	2/27/2020	\$ 5,671.75
CRUM000	CRUMP & CO., INC	Check	123102	2/27/2020	\$ 2,801.57
JONE003	Debra Jones	Check	123103	2/27/2020	\$ 100.00
DETE000	DETECTION INSTRUMENT CORPORATION	Check	123104	2/27/2020	\$ 645.98
EDEN000	Edenbros, LLC	Check	123105	2/27/2020	\$ 1,041.92
GAOS000	G.A. OSBORNE PIPE & SUPPLY	Check	123106	2/27/2020	\$ 3,192.06
MULT000	MULTI W SYTEMS, INC	Check	123107	2/27/2020	\$ 14,724.39
ORKI000	ORKIN	Check	123108	2/27/2020	\$ 400.38
LOVI000	Robert A Lovingood	Check	123109	2/27/2020	\$ 100.00
ROYA000	ROYAL WHOLESALE ELECTRIC	Check	123110	2/27/2020	\$ 197.82
SAFE000	SAFETY-KLEEN SYSTEMS INC.	Check	123111	2/27/2020	\$ 1,361.62
NASS000	SCOTT NASSIF	Check	123112	2/27/2020	\$ 100.00
TRAN002	TRANSCAT	Check	123113	2/27/2020	\$ 1,933.85
VERI004	VERIZON WIRELESS	Check	123114	2/27/2020	\$ 1,550.06
WCGS000	WEST COAST GAUGING SERVICES, INC	Check	123115	2/27/2020	\$ 1,999.00
Total Checks					\$ 133,103.59
ADSC000	A.D.S. Corp.	Electronic Fund Transfer	0054079-1	2/20/2020	\$ 7,150.00
ALLS000	All Star Mobile Detail	Electronic Fund Transfer	0053325-1	2/6/2020	\$ 300.00
AMER006	AMERICAN EXPRESS	Electronic Fund Transfer	0054079-2	2/20/2020	\$ 93.74
APPL013	Applied Maintenance Supplies & Solution	Electronic Fund Transfer	0054079-3	2/20/2020	\$ 31.50
APPL013	Applied Maintenance Supplies & Solution	Electronic Fund Transfer	0053688-1	2/13/2020	\$ 1,095.76

**Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 2/1/20 through 2/29/20**

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Vendor ID	Vendor Name	Type	Payment #	Date	Total
ARIZ001	ARIZONA PIPELINE CO	Electronic Fund Transfer	0053688-2	2/13/2020	\$ 2,431.20
BARG000	BARGAIN BYTE	Electronic Fund Transfer	0053688-3	2/13/2020	\$ 1,307.05
BECK000	BECK OIL, INC.	Electronic Fund Transfer	0053688-4	2/13/2020	\$ 2,250.31
BEST000	BEST, BEST & KRIEGER, L.L.P.	Electronic Fund Transfer	0054410-1	2/27/2020	\$ 33,375.66
BIOG001	Biogas Engineering	Electronic Fund Transfer	0053325-2	2/6/2020	\$ 1,350.00
BIOG000	Biogas Power Systems- Mojave, LLC	Electronic Fund Transfer	0054079-4	2/20/2020	\$ 64,119.27
BEAR000	Brax Company	Electronic Fund Transfer	0054079-5	2/20/2020	\$ 350.00
BEAR000	Brax Company	Electronic Fund Transfer	0053325-3	2/6/2020	\$ 2,939.29
BREN001	BRENNTAGPACIFIC, INC	Electronic Fund Transfer	0054079-6	2/20/2020	\$ 10,442.87
CAR0000	CAROLLO ENGINEERS, A PROFESSIONAL CORPORATION	Electronic Fund Transfer	0053325-4	2/6/2020	\$ 19,761.25
CDWG000	CDW GOVERNMENT, INC	Electronic Fund Transfer	0053688-5	2/13/2020	\$ 375.54
CORT000	Cortech Engineering	Electronic Fund Transfer	0054079-7	2/20/2020	\$ 9,401.10
CORT000	Cortech Engineering	Electronic Fund Transfer	0053688-6	2/13/2020	\$ 4,216.11
CULL000	CULLIGAN WATER CONDITIONING	Electronic Fund Transfer	0053688-7	2/13/2020	\$ 502.90
DKFS000	D K F. SOLUTIONS INC.	Electronic Fund Transfer	0054079-8	2/20/2020	\$ 350.00
DIGI000	DIGI-KEY CORP	Electronic Fund Transfer	0053325-5	2/6/2020	\$ 846.38
ESBA000	E.S. BABCOCK & SONS, INC.	Electronic Fund Transfer	0053325-6	2/6/2020	\$ 24,435.40
FLUE000	Fluence Corporation	Electronic Fund Transfer	0053688-8	2/13/2020	\$ 7,578.35
FLUE000	Fluence Corporation	Electronic Fund Transfer	0053688-8	2/13/2020	\$ (7,578.35)
GRAH000	GRAHAM EQUIPMENT	Electronic Fund Transfer	0053325-7	2/6/2020	\$ 3,550.00
GRAI000	GRAINGER	Electronic Fund Transfer	0054079-9	2/20/2020	\$ 518.78
GRAI000	GRAINGER	Electronic Fund Transfer	0053688-9	2/13/2020	\$ 5,794.31
GRAY000	Graybar Electric Co., Inc.	Electronic Fund Transfer	0054079-10	2/20/2020	\$ 4,229.19
GRAY000	Graybar Electric Co., Inc.	Electronic Fund Transfer	0053325-8	2/6/2020	\$ 4,686.38
HAAK000	HAAKER EQUIPMENT COMPANY	Electronic Fund Transfer	0053325-9	2/6/2020	\$ 8,431.50
HACH000	HACH COMPANY	Electronic Fund Transfer	0054079-11	2/20/2020	\$ 183.18
HACH000	HACH COMPANY	Electronic Fund Transfer	0053688-10	2/13/2020	\$ 378.72
HACH000	HACH COMPANY	Electronic Fund Transfer	0053325-10	2/6/2020	\$ 1,299.35
HOWD000	Howden USA Company	Electronic Fund Transfer	0053688-11	2/13/2020	\$ 7,512.33
ILIN000	iLink Business Management	Electronic Fund Transfer	0054079-12	2/20/2020	\$ 263.88
ILIN000	iLink Business Management	Electronic Fund Transfer	0053688-12	2/13/2020	\$ 263.88
ILIN000	iLink Business Management	Electronic Fund Transfer	0053325-11	2/6/2020	\$ 527.76
LARR000	LARRY WALKER ASSOCIATES	Electronic Fund Transfer	0053325-12	2/6/2020	\$ 5,557.00
LAAR000	LATIF LAARI	Electronic Fund Transfer	0053326	2/6/2020	\$ 5,670.90
MCGR000	MCGRATH RENTCORP	Electronic Fund Transfer	0053325-13	2/6/2020	\$ 5,040.11
RBFC000	Michael Baker International	Electronic Fund Transfer	0054410-2	2/27/2020	\$ 29,387.50
PATT001	PATTON SALES CORP	Electronic Fund Transfer	0054079-13	2/20/2020	\$ 144.88
PROT001	PROTECTION ONE	Electronic Fund Transfer	0053688-13	2/13/2020	\$ 877.45
RELI001	Reliant Water Technologies	Electronic Fund Transfer	0053688-14	2/13/2020	\$ 735.17
SIEM003	SIEMENS INDUSTRY INC.	Electronic Fund Transfer	0054079-14	2/20/2020	\$ 7,526.23
SIEM003	SIEMENS INDUSTRY INC.	Electronic Fund Transfer	0053688-15	2/13/2020	\$ 3,215.26
TELE000	TELEDYNE ISCO, INC.	Electronic Fund Transfer	0053688-16	2/13/2020	\$ 431.01
TMOB000	T-Mobile	Electronic Fund Transfer	0053325-14	2/6/2020	\$ 119.00
TRIM000	Trimax Systems	Electronic Fund Transfer	0053688-17	2/13/2020	\$ 9,810.00
USBA000	U.S. BANK	Electronic Fund Transfer	0054410-3	2/27/2020	\$ 5,579.83
USBA000	U.S. BANK	Electronic Fund Transfer	0053325-15	2/6/2020	\$ 12,083.41
USAB000	U.S.A. BLUEBOOK	Electronic Fund Transfer	0053688-19	2/13/2020	\$ 1,054.22
UNDE000	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA	Electronic Fund Transfer	0053688-20	2/13/2020	\$ 248.69
VVWE000	Victor Valley Wastewater Employees Assoc	Electronic Fund Transfer	0053325-16	2/6/2020	\$ 825.00
WAUK000	WAUKESHA-PEARCE INDUSTRIES, LLC	Electronic Fund Transfer	0054079-15	2/20/2020	\$ 168.70
XYLE000	XYLEM DEWATERING SOLUTIONS	Electronic Fund Transfer	0053325-17	2/6/2020	\$ 2,545.29
BILL002	BILLINGS, RICHARD	Bank Draft	0054421-1	2/27/2020	\$ 432.00
ADAM000	Brad Adams	Bank Draft	0053701-1	2/13/2020	\$ 361.44
CHAR001	CHARTER COMMUNICATIONS	Bank Draft	DFT00707	2/27/2020	\$ 4,871.88
CORO000	COROMINA, ROBERT	Bank Draft	0053701-2	2/13/2020	\$ 2,488.17
GYUR000	DARLINE GYURCSIK	Bank Draft	0054421-2	2/27/2020	\$ 212.39
GILL001	GILLETTE, RANDY	Bank Draft	0054421-3	2/27/2020	\$ 432.00
KEAG000	KEAGY, CHIEKO	Bank Draft	0053701-3	2/13/2020	\$ 2,215.05
NALI000	L. CHRISTINA NALIAN	Bank Draft	0054421-4	2/27/2020	\$ 432.00
MONT000	LILLIE MONTGOMERY	Bank Draft	0054421-5	2/27/2020	\$ 188.03
MCGE000	MARK MCGEE	Bank Draft	0054421-6	2/27/2020	\$ 432.00
NAVE000	NAVE, PATRICK	Bank Draft	0054421-7	2/27/2020	\$ 432.00
KENI000	OLIN KENISTON	Bank Draft	0054421-8	2/27/2020	\$ 245.78
JOHN004	PATRICIA J JOHNSON-	Bank Draft	0054421-9	2/27/2020	\$ 200.43
PRIN000	PRINCIPAL LIFE INS. CO.	Bank Draft	DFT00708	2/27/2020	\$ 3,472.55
PRIN000	PRINCIPAL LIFE INS. CO.	Bank Draft	DFT00662	2/6/2020	\$ 3,770.42
MAIN000	RANDY MAIN	Bank Draft	0054421-10	2/27/2020	\$ 432.00
DAGIN000	ROY DAGNINO	Bank Draft	0054421-11	2/27/2020	\$ 432.00
SOUT000	Southern California Edison	Bank Draft	DFT00711	2/27/2020	\$ 14,789.85
SOUT000	Southern California Edison	Bank Draft	DFT00712	2/27/2020	\$ 2,280.13
SOUT000	Southern California Edison	Bank Draft	DFT00709	2/27/2020	\$ 3,647.55
SOUT000	Southern California Edison	Bank Draft	DFT00710	2/27/2020	\$ 11,180.84
SOUT000	Southern California Edison	Bank Draft	DFT00663	2/6/2020	\$ 40,226.40

**Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 2/1/20 through 2/29/20**

Vendor ID	Vendor Name	Type	Payment #	Date	Total
SOUT006	SOUTHWEST GAS COMPANY	Bank Draft	DFT00714	2/27/2020	\$ 31.41
SOUT006	SOUTHWEST GAS COMPANY	Bank Draft	DFT00713	2/27/2020	\$ 369.20
SOUT006	SOUTHWEST GAS COMPANY	Bank Draft	DFT00715	2/27/2020	\$ 797.41
SOUT006	SOUTHWEST GAS COMPANY	Bank Draft	DFT00664	2/6/2020	\$ 2,629.28
SPAR000	SPARKLETT'S DRINKING WATER	Bank Draft	DFT00665	2/6/2020	\$ 799.22
STAT001	STATE WATER RESOURCES CONTROL BOARD	Bank Draft	DFT00716	2/27/2020	\$ 1,462,850.30
STAT001	STATE WATER RESOURCES CONTROL BOARD	Bank Draft	DFT00717	2/27/2020	\$ 1,024,950.85
STAT001	STATE WATER RESOURCES CONTROL BOARD	Bank Draft	4392157	2/11/2020	\$ 258,151.05
FLIN000	TERRIE GOSSARD FLINT	Bank Draft	0054421-12	2/27/2020	\$ 245.78
HINO000	THOMAS HINOJOSA	Bank Draft	0054421-13	2/27/2020	\$ 432.00
DAVI001	TIM DAVIS	Bank Draft	0054421-14	2/27/2020	\$ 432.00
UPS0000	UPS	Bank Draft	DFT00719	2/27/2020	\$ 52.40
UPS0000	UPS	Bank Draft	DFT00718	2/27/2020	\$ 336.28
UPS0000	UPS	Bank Draft	DFT00666	2/6/2020	\$ 116.41
Total ACH & EFT					\$ 3,161,152.74

APPROVED

Total Checks	\$ 133,103.59
Total ACH and EFT	\$ 3,161,152.74
Total Payroll - February 2020	\$ 359,650.26
Total	<u>\$ 3,653,906.59</u>



**VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
Board of Commissioners Staff Report**

TO: VVWRA Board of Commissioners
FROM: Darron Poulsen, General Manager *DP*
SUBMITTED BY: Chieko Keagy, Controller *CK*
DATE: March 19, 2020
SUBJECT: **ADOPTION OF RESOLUTION 2020-01 REAPPORTIONMENT OF FLOW BILLING PERCENTAGES**

<input checked="" type="checkbox"/>	For Action	<input type="checkbox"/>	Fiscal Impact	\$ 0
<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Account Code:	N/A
		<input type="checkbox"/>	Funds Budgeted/ Approved:	

STAFF RECOMMENDATION

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.

PREVIOUS ACTION(S)

The Engineering Committee met on Thursday, February 20, 2020 to discuss the flow allocations worksheet, provided as part of the attached Resolution. In attendance were Brad Miller from the Town of Apple Valley, Tina Bulgarelli from the City of Hesperia and Brian Gengler from the City of Victorville. It was the consensus of the committee to accept the percentages provided.

BACKGROUND INFORMATION

VVWRA contracts with ADS Environmental Services, Inc. to conduct continuous flow measurements throughout the VVWRA collection system. The flow data collected for the period of 12 months ending June 2019 was used to determine the percentage of flow allocation the VVWRA receives from each Member Agency for the following fiscal year. The actual amount billed to each Member Agency is their percentage of flow measured at the influent flow meter at the wastewater treatment plant. Following the flow study the Member Agencies meet as part of the VVWRA Engineering Committee and discuss the results. Once consensus is reached on the flow allocation percentage at the committee level, the flow study and associated percentages are presented to the Board for adoption by Resolution.

Attachment:

Exhibit (1) – Resolution 2020-01 Reapportionment of Flow Billing Percentages

EXHIBIT 1

RESOLUTION NO. 2020-01

A RESOLUTION OF THE VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY TO AMEND BILLING PERCENTAGES AND APPROVE FLOW BILLING ADJUSTMENTS RELATING TO THE FLOW MONITORING RESULTS AS MEASURED BY ADS ENVIRONMENTAL SERVICES, INC.

WHEREAS, the Victor Valley Wastewater Reclamation Authority (“Authority”) is a Joint Powers Authority and Public Agency of the State of California established in 1978 that provides Regional wastewater treatment to a designated Service Area; and

WHEREAS, an amendment to the Victor Valley Regional Wastewater Service Agreement was made and entered into as of August 1, 2005, by and between the Authority and the City of Victorville, the City of Hesperia, the Town of Apple Valley, and the County of San Bernardino Service Areas No. 42 (Oro Grande) and No. 64 (Spring Valley Lake), collectively referred to as “Member Entities”; and

WHEREAS, the Authority provides wastewater treatment service to the Member Entities and issues monthly flow billings to the Member Entities based upon the number of gallons of flow received from each Entity; and

WHEREAS, it was agreed and established in 1998 by the VVWRA Technical Advisory Committee that the local metering stations are inaccurate and do not provide reliable flow data, and it was determined that the Authority would utilize the services of an independent agent to conduct periodic flow monitoring with their own equipment; and

WHEREAS, it was agreed and established that the results of the flow monitoring study would be used to establish percentages with which to apportion the total flow as measured by the Magmeter at the Regional Treatment Plant and determine member entity flow by said percentages for billing purposes; and

WHEREAS, the Commission of the Victor Valley Wastewater Reclamation Authority approved and adopted the flow monitoring results as measured by ADS Environmental Services, Inc., attached hereto as “Exhibit A”, and directed staff to make appropriate flow billing adjustments;

NOW, THEREFORE, BE IT RESOLVED that the Commission of the Victor Valley Wastewater Reclamation Authority does hereby amend the flow billing percentages relating to the flow monitoring results as measured by ADS Environmental Services, Inc. and direct staff to implement flow billing adjustments based on the amended billing percentages.

APPROVED AND ADOPTED on this 19th day of March 2020.

Scott Nassif, Chair
VVWRA Board of Commissioners

ATTEST:

APPROVED AS TO FORM:

Larry Bird, Secretary
VWVRA Board of Commissioners

Piero C. Dallarda of
Best, Best & Krieger LLP, VWVRA Counsel

CERTIFICATION:

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 March 19,2020.

Kristi Casteel – Clerk of the Board

EXHIBIT A

Resolution 2020-01

**Victor Valley Wastewater Reclamation Authority
Flow Allocation Proposed Effective on July 1, 2020**

Metering Location	COMPARED		PROPOSED	
	Based on July 2017 - June 2018		Based on July 2018 - June 2019	
	Total %	Total MG	Total %	Total MG
VSD 1 (less North Apple Valley)	5.8368%	248.0620	6.0595%	231.0812
VSD 2	13.8642%	589.2290	14.3591%	547.5908
VSD 3	26.2773%	1,116.7838	25.2125%	961.4914
VSD 4	7.2278%	307.1800	6.6644%	254.1520
VSD 5	0.5212%	22.1490	0.5691%	21.7030
VSD 6	6.3741%	270.9005	6.4754%	246.9430
VSD Total	60.1013%	2,554.3043	59.3399%	2,262.9614
Apple Valley 01	10.3019%	437.8302	9.0324%	344.4567
Apple Valley 02	5.5026%	233.8608	5.3202%	202.8900
Apple Valley 03	n/a	n/a	1.5587%	59.4430
Apple Valley North	0.1041%	4.4240	0.0996%	3.7990
Apple Total	15.9086%	676.1150	16.0110%	610.5887
Hesperia	18.5750%	789.4370	19.2099%	732.5810
CSA 64 SVL	4.7154%	200.4050	4.8258%	184.0330
CSA 42 Oro Grande	0.6998%	29.7400	0.6134%	23.3910
CSA Total	5.4152%	230.1450	5.4391%	207.4240
Total Apportioned Flow	100.0000%	4,250.0013	100.0000%	3,813.5551
Mojave Narrows Regional Park		1.2000		1.1000
Total Study Flow		4,251.2013		3,814.6551



**VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
Board of Commissioners Staff Report**

TO: VVWRA Board of Commissioners
FROM: Darron Poulsen, General Manager *DRP DW*
SUBMITTED BY: Darron Poulsen, General Manager & David Wylie, Safety and Communicatons Officer
DATE: March 19, 2020
SUBJECT: MISSION STATEMENT AND LOGO WORDING

<input checked="" type="checkbox"/>	For Action	<input type="checkbox"/>	Fiscal Impact	\$0
<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Account Code:	N/A
		<input type="checkbox"/>	Funds Budgeted/ Approved:	N/A

STAFF RECOMMENDATION

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.

PREVIOUS ACTION(S)

None

BACKGROUND INFORMATION

A Mission Statement is a sentence used to describe an organization’s function and purpose. It is meant to define what an organization is, why it exists and what the overall goals are. It is a tool to communicate to the organization’s partners, the public and most importantly to the staff on the purpose and values of the organization. It needs to be the guiding statement that drives the decision making and goal setting process for the organization. There have been a number of iterations for the Victor Valley Wastewater Reclamation Authority (VVWRA) Mission Statement. The most recent Mission Statement, identified on the agenda for regular VVWRA board meetings was:

“The mission of the Victor Valley Wastewater Reclamation Authority is to treat the wastewater to the best of our abilities given the resources provided”

This old mission statement was not approved by the VVWRA Board in the past. It fails to meet the true requirements of a purposeful mission statement. Quite the contrary. It actually tells our

partners, the public and our staff that we have limiting factors prohibiting us from doing our job adequately thereby approving a culture of limited expectations and performance.

Moving forward the General Manager and VVWRA staff identified a need for a new mission statement to help improve the overall culture and morale of the organization. David Wylie, VVWRA Safety and Communications Officer was tasked to work with our partners and staff to develop a new mission statement more appropriate to our renewed commitment to our member agencies and core business operations.

David performed a thorough study of mission statements from our partners and similar wastewater treatment agencies throughout the state. David found that the most effective mission statements are short and concise. It should include what we do, how do we do it and why. Our proposed new mission statement states what we do ,“wastewater collection, treatment and recycling.” How we do it, “effective and fiscally responsible”. And why we do it, “to protect public health and the environment in the Victor Valley”. The proposed new mission statement is designed to communicate a message of service, responsibility and sustainability.

“VVWRA is committed to protecting public health and the environment in the Victor Valley by providing effective and fiscally responsible wastewater collection, treatment, and recycling.”

In addition, the General Manager has established three core values to govern how we do business amongst our staff, our member agencies and the community. The values are:

Collaboration: *The action of working with others to produce or create something.*

Dedication: *Devoting or setting aside for a particular purpose.*

Integrity: *The quality of being honest and adhering to ethical values.*

Staff would like to include these core values on the VVWRA logo (Exhibit 1). The updated logo would be a subtle, but purposeful message that VVWRA and it’s new General Manager are taking a more collaborative and service oriented approach to our mission.

Attachment(s):

Exhibit [1] – Proposed New VVWRA Logo

EXHIBIT 1





**VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
Board of Commissioners Staff Report**

VVWRA Board of Commissioners

FROM:

Darron Poulsen, General Manager *DP*

SUBMITTED BY:

Latif Laari, Business Applications Manager *LL*

DATE:

3/19/2020

SUBJECT:

APPROVE PAYMENT IN THE AMOUNT OF \$52,900 TO TRIMAX SYSTEMS INC. FOR THE CONTROLS INTEGRATION WORK NECESSARY TO DELIVER RECYCLED WATER TO THE TOWN OF APPLE VALLEY

<input checked="" type="checkbox"/>	For Action	<input checked="" type="checkbox"/>	Fiscal Impact	\$52,900.00
<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Account Code: 01-54-545-8122-9999	
		<input checked="" type="checkbox"/>	Funds Budgeted/ Approved:	<i>ak</i>

STAFF RECOMMENDATION

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.

PREVIOUS ACTION(S)

None

BACKGROUND INFORMATION

The Town is currently building infrastructure to receive recycled water from the VVWRA sub-regional facility located in Apple Valley. The final design includes the installation of two connections to the VVWRA recycled water pipeline located within the Town boundaries. For these new connections to work safely and automatically, process control equipment, communication gear, and power, are needed to make sure the new recycled water infrastructure

works seamlessly between the VVWRA SCADA and the Town's operations. To complete this installation a SCADA integration contractor, familiar with VVWRA controls, was needed to perform this specialized work.

Because of grant funding time requirements, the Town of Apple Valley staff asked VVWRA to submit SCADA integration proposals to meet these deadlines and accelerate the integration.

VVWRA proposed to the Town staff the use of Trimax Systems Inc services to develop the control system for the following reasons:

- VVWRA already has a contract in place with Trimax for similar work.
- Trimax has a proven track record of delivering highly technical projects on time and budget.
- Trimax possesses the technical expertise because they were the integrator during the construction of both VVWRA sub regionals plants in Hesperia and Apple Valley.
- Trimax was willing to work under very tight deadlines to complete the project.

Trimax started the work in earnest; however, the Town's staff reported to VVWRA that the Town would prefer that VVWRA pay Trimax's work for the following reasons:

- The Town does not currently have an agreement in place with Trimax
- Trimax is not a listed vendor with the Town and the \$52,900 exceeds policy limits for non listed vendors
- To expedite the project, Trimax needs to continue working on the project.
- VVWRA already has a relationship with Trimax that can facilitate the payment
- Certain controls go beyond what the Town's staff believes is needed to operate the final system.
- The Town of Apple Valley and VVWRA can negotiate a full or a partial reimbursement of this expense after the project is complete.

VVWRA staff recommends that the Board of Commissioners approve the payment of \$52,900.00 to Trimax (Exhibit 1) for the integration work and allow the General Manager to negotiate with the Town Manager of Apple Valley the reimbursement after the completion of the project.

Attachment(s):

Exhibit (1) – Scope of Service from Trimax

EXHIBIT 1



CORPORATE OFFICE
 8440 Florin Road
 Sacramento, CA 95828
 916.395.8800
<https://tescocontrols.com>

TRIMAX BREA
 565 Explorer Street
 Brea, CA 92821
 714.255.8690
www.trimaxsystems.com

Scope

Victor Valley Wastewater Reclamation Authority Town of Apple Valley Tank & Pump Station

Trimax Proposal: E-12449 Rev 2

February 5, 2020

Scope:

To furnish the materials and labor mentioned below. It will also include the submittals, programming, start-up and documentation.

Description

Project Overview

The Town of Apple Valley will be constructing/installing:

- 1) Motor Actuated Valve and a Flowmeter at the Thunderbird Park Pump Station.
- 2) Motor Actuated Valve and a Flowmeter at Lenny Brewster Park

Scope of Work:

Motor actuated valves and Flowmeters will go back to SCADA via existing Main PLC at Apple Valley (AWRP Plant)

Furnish control design drawings

Furnish remote PLC hardware, enclosure and wireless telemetry equipment for Thunderbird Park listed below.

PLC and SCADA programming.

Terminate control connections. (Trimax enclosures only)

The Town of Apple Valley will install antenna on building.

The Town of Apple Valley will install electrical conduits, pull wire, install enclosure and terminate all high voltage and vault equipment.

The City of Apple Valley will have 120VAC power to Trimax supplied control panel.

Item	Qty	Description
1	1	Thunderbird Park Pump Station: <ul style="list-style-type: none"> ▪ NEMA 4X Enclosure Stainless Steel ▪ Remote I/O Module ▪ Ethernet to Cellular Modem ▪ Antenna (mounted on enclosure) ▪ Wire, Terminal blocks, misc. material
2	1	Brewster Park Vault and Tank Level: <ul style="list-style-type: none"> ▪ Will use existing Main PLC processor ▪ Utilizing spare I/O – no new I/O is included. ▪ Antenna (mounted to side of building by others) ▪ Valve with w/wire termination by TOAV ▪ Tank level transducer and twisted pair by TOAV. SCADA work by Trimax in the AVWRP Main PLC processor.



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Item	Qty	Description
3	Lot	Professional Services: <ul style="list-style-type: none"> ▪ Engineering ▪ Manufacturing Services – fabrication, manufacturing, assembly, equipment wiring, and factory testing ▪ PLC Programming ▪ SCADA/HMI Programming ▪ Networking/Communications/Telemetry ▪ Product Startup Services – product quality review, verification of product installation, product parameter adjustments, product programming, software upload/download as required, instrument/device signal spanning, product/equipment reconfiguration as required, product function checks, and product startup ▪ Support Electricians on terminations in the vault and panelboards. ▪ Onsite Training ▪ O&M Manuals
		TOTAL (including applicable sales tax):
		52,900.00

Cost Breakdown:

Thunderbird Park Pump Station Material	\$15,200.00
Brewster Park Vault and Tank Level and Labor	\$2,000.00
PLC Programing	\$5550.00
SCADA Programming	\$5550.00
Start-up and Commissioning	\$3,960.00
Communication Telemetry (Ethernet Modems, Antenna and Engineering)	\$8,170.00
Engineering Design	\$4,960.00
General Expenses (Travel, Gas, Etc.)	\$3,600.00
General Project Management	\$2,480.00
Tax at 7.5%	<u>\$1,430.00</u>
	\$52,900.00

Project Bid Clarifications

- **This proposal assumes that Cellular Data is available at both sites. A study not included should be preformed to verify that the Cellular Data approach will work.**
- Unless otherwise indicated by the Scope of Work above, quote is to **furnish only** and does not include any trade labor, trade work, construction work, site improvement, contractor services, or any trade installation services. Any trade labor and/or related trade work shall be performed by others/contractor.
- Factory calibration of instruments takes precedence over field calibration.
- Trimax Systems is not responsible for calibrating equipment or instrumentation provided by district or other vendors, even if mentioned in the specifications or addenda referenced above.
- All instruments are provided loose and are not installed in a cabinet or on piping unless otherwise specified.
- Trimax is not responsible to verify the correctness of installation of all instruments, verify that the proper type, size, and number of control wires with their conduits are provided and verify that proper electric power circuits provided for all components and systems.
- Unless otherwise indicated by the Scope of Work above, the following is **not** included within this quotation:



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www.trimaxsystems.com

- Software Licenses
- Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
- Instrumentation mounting components, brackets, stanchions, sunshields, etc.
- Local control stations and/or field mounted disconnects.
- Instrumentation, devices, components, or equipment not specifically identified in the above quotation.
- Nitrogen purging to panels
- Piping, Valves and all related hardware
- Stilling wells
- Spare Parts
- Demolition and Salvage
- Seismic Calculations
- Raceway Systems Drawings
- Fiber optic patch panels, cable, splicing or terminations.
- Networking infrastructure or architecture modifications to existing facilities.
- Any 3rd party testing, harmonic testing/analysis, protective device coordination study, short-circuit analysis, or Arc-Flash Risk Assessment (AFRA) services.
- Electrical interconnection diagrams for equipment not furnished by Trimax
- ISA process control loop diagrams.
- Signal loop diagrams for equipment not furnished by Trimax.

Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- Trimax price is FOB factory, full freight allowed.
- Trimax warranties against defect in design workmanship and materials for a period of one year from date of installation and does not exceed 18 months from the date of shipment from the factory.
- Trimax carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (972) 672-1855 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

Kathy Sexton
 Trimax Systems, Inc.



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 8440 Florin Road
 Sacramento, CA 95828
 916.395.8800
<https://tescocontrols.com>

TRIMAX BREA
 565 Explorer Street
 Brea, CA 92821
 714.255.8690
www.trimaxsystems.com

Terms and Conditions

1. **Parties to the Agreement.** This agreement (the "Agreement") is between Trimax Systems, Inc. ("Trimax"), and the entity from whom a purchase order is issued following receipt of the attached proposal or bid (hereinafter "Client"). By issuing a purchase order for the goods and services quoted or bid by Trimax in the attached proposal or bid, Client agrees to be bound by the terms of this Agreement. Trimax's proposal or bid is made expressly conditional on the acceptance of these terms and conditions. Terms in Client's purchase order that are in addition to or not identical with the terms of this Agreement will not become part of this Agreement. Trimax and Client are collectively referred to in this Agreement as the "Parties."
2. **Goods and Services to be Provided.** Trimax agrees to provide to Client the goods and services required to perform the tasks set forth in the attached proposal or bid. The end product contemplated by the attached proposal shall be referred to herein as the Product.
3. **Price.** The price to be paid by Client shall be that stated in the attached proposal. Any additional work to be performed by Trimax related to the Product will be paid according to the terms and conditions of the attached Standard Rate Sheet.
4. **Identification and Risk of Loss:** Identification of any goods provided under this Agreement shall be pursuant to Commercial Code Section 2501, and shall occur upon tender and delivery of the goods to the Client's designated carrier. Risk of loss of the goods shall pass from Trimax to the Client on such tender and delivery.
5. **Time and Method of Payment.** Client shall pay the price for any goods and services within 30 days after receipt of invoice for the goods and services. If payment is not made within the first 30 days of the date of invoice, Trimax shall be entitled to charge interest at the maximum legally accepted rate on the unpaid balance commencing on the date of the invoice.
6. **Client's Rights in the Product.** By this agreement Client purchases and shall obtain a right to own and possess the physical hardware of the Product. Client shall also be entitled to own all of the uniquely designed software drafted to achieve the purposes of the project identified in the attached proposal. Other than those rights specifically granted and expressly transferred to Client in this agreement, Client shall have no proprietary interest in the goods or services provided pursuant to this Agreement.
7. **License to Client.** Client is hereby granted a perpetual, non-exclusive, non-transferable license to use the software being produced pursuant to this Agreement upon full payment of the price required herein, with no right to copy, sublicense, alter, decompile or develop derivative works. Client expressly acknowledges that Trimax will use its proprietary work product in the process of developing the Product, and that it retains ownership of such proprietary work product. Trimax may also incorporate into the Product certain other proprietary software programming.
8. **Third Party Warranties.** To the extent the third party hardware and software components of the Product are subject to warranties or licenses by their manufacturer(s) and/or authors, Client shall be entitled to the warranty and/or registration cards therefore, shall be considered the registered owner of the components, and shall look exclusively to those warranties for redress should the component malfunction or otherwise be defective.
9. **Indemnification and Hold Harmless.** Client shall indemnify Trimax and its employees, officers, directors, agents, and distributors from and against any loss, cost, liability or expense (including court costs and attorneys' fees incurred) arising out of any claim by any third party alleging damages caused by Client's acts and/or omissions in the performance of this Agreement or the use of the Product by Client.
10. **Remedies and Applicable Law.** This Agreement shall be governed by California law without application of its conflicts of laws provisions. Any action commenced on this Agreement shall be venued in Orange County, California.
11. **Modifications.** This contract can be modified or rescinded only by a writing signed by both of the Parties or their duly authorized agents. Any terms and conditions contained on any purchase order, invoice, bill of lading or other document generated by Trimax or Client which are in conflict with or in addition to the terms and conditions of this Agreement shall be null and void.
12. **Integration Clause.** This Agreement constitutes the entire agreement between the Parties with respect to the contemplated relationship between the parties, and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications, agreements and understandings of any nature whatsoever related to this contemplated Agreement, except as modified by the specific terms set forth in the attached proposal.
13. **Attorneys Fees.** If any dispute arises out of the interpretation of or performance under this Agreement, the prevailing party in any suit, arbitration or mediation shall be entitled to the attorney's fees it reasonably incurs as a result of that dispute.
14. **Limitation of Liability.** IN NO EVENT SHALL TRIMAX BE LIABLE TO CLIENT FOR ANY LOSS, INCONVENIENCE OR DAMAGE, WHETHER DIRECT, INCIDENTAL, CONSEQUENTIAL OR OTHERWISE, WITH RESPECT TO THE PRODUCT.
15. **Cancellations and Changes.** Orders, once placed and accepted, can be cancelled or changed only with the consent of Trimax, in which case, Trimax shall be entitled to reasonable termination charges consisting of a percentage of the order price reflecting the percentage of the work performed prior to termination or change plus actual costs relating to termination.
16. **Force Majeure:** Trimax shall not be responsible for delays or failures in performance resulting from acts or occurrences beyond the reasonable control of Trimax, including, without limitation; fire, explosion, power failure, acts of God, war, revolution, civil commotion, terrorism, or acts of public enemies, any law, order, regulation, ordinance, or requirement of any government or legal body or any representative of any such government or legal body, or labor unrest, including without limitation, strikes, slowdowns, picketing or boycotts. In such event, the party affected shall be excused from such performance on a day-for-day basis to the extent of such interference (and the other party shall likewise be excused from performance of its obligations on a day-for-day basis to the extent such party's obligations relate to the performance so interfered with



**VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
Board of Commissioners Staff Report**

TO: VVWRA Board of Commissioners
FROM: Darron Poulsen, General Manager *DP*
SUBMITTED BY: Chieko Keagy, Controller *ck*
DATE: March 19, 2020
SUBJECT: CONSIDERATION OF AUDIT SERVICES

<input checked="" type="checkbox"/>	For Action	<input checked="" type="checkbox"/>	Fiscal Impact	\$22,500 \$22,985 \$23,305
<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Account Code:	01-02-510-8110-9999
		<input checked="" type="checkbox"/>	Funds Budgeted/ Approved:	<i>ck</i>

STAFF RECOMMENDATION

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.

PREVIOUS ACTION(S)

April 15, 2010 approved contract with Charles Z. Fedak and company for auditing services
 October 22, 2015 approved contract with Fedak and Brown, LLP for auditing services

BACKGROUND INFORMATION

Fedak has provided auditing services for the VVWRA since 2010. During that time period they have developed a thorough knowledge of the VVWRA operations that allows them to perform a comprehensive and efficient audit. This experience results in lower pricing which is reflected in the attached Fedak quote for auditing services for the next three years (Exhibit 1). Their proposed pricing for next fiscal year is actually less than our last year audit. A new partner within Fedak will conduct the audits with a fresh set of eyes to satisfy the auditor independence

requirement for proper auditing control practices. Compared to Fedak, other audit firms would require relatively more time to understand the VVWRA organization and accounting systems that would result in more costly audits between 10% and 20% higher in overall costs.

Staff is seeking permission to extend a contract with Fedak for a minimum of one year up to three years. If the Board feels there is a need to change auditors, staff will develop the necessary request for proposal to solicit auditing services from other audit firms.

Attachment(s):

Exhibit (1) - A Proposal for Annual Audit Services by Fedak and Brown LLP

EXHIBIT 1



**Certified
Public
Accountants**



**Consultants
& Advisors**



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

**Cost Proposal
to Provide Audit Services
For the Year Ending
June 30, 2020
(Optional Years 2021—2022)**

6081 Orange Avenue
Cypress, California 90630

1945 Chicago Avenue, Suite C-1
Riverside, California 92507

Phone: (657) 214-2307
Email: chris@fedakbrownllp.com
andy@fedakbrownllp.com
chuck@fedakbrownllp.com

California BOA License Number: 7723





Charles Z. Fedak, CPA, MBA
Christopher J. Brown, CPA, CGMA
Andy Beck, CPA

Fedak & Brown LLP
Certified Public Accountants

Cypress Office:
6081 Orange Avenue
Cypress, California 90630
(657) 214-2307
FAX (714) 527-9154

Riverside Office:
1945 Chicago Avenue, Suite C-1
Riverside, California 92507
(951) 783-9149

February 20, 2020

Ms. Chieko Keagy CPA, Accounting Manager
Victor Valley Wastewater Reclamation Authority
20111 Shay Road
Victorville, CA 92394

Re: Request for Proposal for Annual Audit Services

Dear Ms. Keagy:

Based on our understanding of the Victor Valley Wastewater Reclamation Authority (Authority) requirements, our maximum fee for annual audit services at our discounted rates for the fiscal year ending June 30, 2020 will be **\$22,500**. This fee is based on our understanding of the Authority's audit requirements.

Assuming there is no substantial change in the District's activities and operations, our all-inclusive maximum price for the optional fiscal years 2021 and 2022 will be **\$22,985 and \$23,305**, respectively.

Our estimate for out-of-pocket expenses may not be utilized in total to the amount estimated. Again, these fees are based on the estimated costs to complete the audit. The components of this audit services fee proposal and out-of-pocket costs for the fiscal years ending June 30, 2020 through 2022, are itemized in the attached Exhibits.

Our not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Other items asked to be priced by the District are noted on page 3 of this proposal. Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required.

In accordance with the provisions of Assembly Bill 1345, we are prepared to rotate lead audit Partner in year 2021 (for a minimum of one year per your preference). Upon acceptance of this Proposal, we will make the necessary arrangements to ensure a simple and seamless transition for the Authority.

I am authorized to make representations for Fedak & Brown LLP and am duly authorized to sign a contract with the District.

Christopher J. Brown, CPA CGMA

February 20, 2020

Date

Exhibit I – Proposed Hours and Our Fees

Proposed Hours and Our Fees

We anticipate that, for the fiscal year ending June 30, 2020, and optional years 2021 and 2022, the audit of the Authority will require approximately 180 audit hours. These hours, by major area, are summarized as follows:

Breakout of Audit Hours				
Audit Steps	Partners	Manager	Staff	Total
Planning	1	5	20	26
Internal Control Testwork	3	10	35	48
Substantive Testwork	5	15	55	75
Financial Reporting	6	15	10	31
Total	15	45	120	180

As shown above, we expect approximately 33% of engagement hours to come from the Partners, Managers, and Supervisors assigned to the engagement.

Working on the premise that we will be provided with all the documents listed per our audit requirements (will be provided prior to commencement of fieldwork), we expect to perform the audit of the Authority at fees as stated in the attached Schedule of Professional Fees on Page 3 for the fiscal year ending June 30, 2020, and optional years 2021 and 2022, respectively.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of Authority's personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the Authority, we expect to perform the services enumerated above at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audit.

In accordance with the Office of Management and Budget, we will maintain our work papers for a minimum of seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Schedule of Professional Fees by Hours on Page 4 of this cost proposal.

We want the Board to understand that we will provide any assistance and answer any questions that the Authority's staff or members of the Boards may have when they arise for the entire duration of our contract. We find it important to stay abreast of the Authority's activities and issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the Authority. Because of our experience in special districts and agencies, we will provide you with accounting updates (GASB) to assist in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

Exhibit II – Schedule of Professional Fees

Victor Valley Wastewater Reclamation Authority

<u>Engagement Fees By Fiscal Years</u>	<u>Audit Service Fees*</u>	<u>Not-to-Exceed Estimate of Out of Pocket Costs**</u>	<u>Total Audit</u>	<u>Single Audit of Federal Awards</u>	<u>Total Engagement</u>
Fiscal Year 2020	\$ 21,150	1,350	22,500	5,000	27,500
<u>Optional Years</u>					
Fiscal Year 2021	\$ 21,585	1,400	22,985	5,120	28,105
Fiscal Year 2022	\$ 21,855	1,450	23,305	5,200	28,505

* Professional fiscal audit services fees – labor only. Includes preparation of the Annual Financial Report.

** Estimate of out-of-pocket costs consist of: travel, mileage, postage and printing costs.

Exhibit III – Schedule of Professional Fees by Hours

FISCAL YEAR 2020			
Breakdown of Fees by Hours			
	Hours	Hourly Rates	Total
Fiscal Year 2020 Audit of:			
Authority's Basic Financial Statements			
Partner/Technical Reviewer	15	\$ 200	\$ 3,000
Manager/Supervisor	45	150	6,750
In-Charge/Staff	120	95	11,400
Subtotal Financial Statement Audit for 2020	180		21,150
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,350
Total Maximum for 2020			\$ 22,500
Optional Item Asked to be Priced by the Authority			
	Hours	Rate	Total
Single-Audit of Federal Awards - As Needed	40	125	\$ 5,000
Total Maximum with Optional Item for 2020			\$ 27,500

OPTIONAL - FISCAL YEAR 2021			
Breakdown of Fees by Hours			
	Hours	Hourly Rates	Total
Fiscal Year 2021 Audit of:			
Authority's Basic Financial Statements			
Partner/Technical Reviewer	15	\$ 204	\$ 3,060
Manager/Supervisor	45	153	6,885
In-Charge/Staff	120	97	11,640
Subtotal Financial Statement Audit for 2021	180		21,585
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,400
Total Maximum for 2021			\$ 22,985
Optional Item Asked to be Priced by the Authority			
	Hours	Rate	Total
Single-Audit of Federal Awards - As Needed	40	128	\$ 5,120
Total Maximum with Optional Item for 2021			\$ 28,105

OPTIONAL - FISCAL YEAR 2022			
Breakdown of Fees by Hours			
	Hours	Hourly Rates	Total
Fiscal Year 2022 Audit of:			
Authority's Basic Financial Statements			
Partner/Technical Reviewer	15	\$ 208	\$ 3,120
Manager/Supervisor	45	155	6,975
In-Charge/Staff	120	98	11,760
Subtotal Financial Statement Audit for 2022	180		21,855
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,450
Total Maximum for 2022			\$ 23,305
Optional Item Asked to be Priced by the Authority			
	Hours	Rate	Total
Single-Audit of Federal Awards - As Needed	40	130	\$ 5,200
Total Maximum with Optional Item for 2022			\$ 28,505

Victor Valley Wastewater Reclamation Authority



Financial and Cash Report

February 2020

Executive Summary of Financial Statements

For the Month Ended February 29, 2020

1. Cash balance at February 29, 2020 was \$9.93 million with sufficient reserves for operations including repairs and replacement. The cash was reduced from \$12.84 million, the balance as of January 31, 2020 after making \$2.75 million SRF loan principal and interest payments during February 2020. The agreement with State Water Resources Control Board requires we maintain the loan principal and interest payment amount for the following year.

	<u>Current Balance</u>
O&M Reserve: 10% of Prior Year Budgeted Operating Expenses	\$ 1,484,420
R&R Reserve: 1% of Land Improvements/Plants/Interceptors PY CAFR	2,974,530
Reserve for SRF Payments (P& I) - Operating	2,749,736
Reserve for SRF Payments (P& I) - Capital	2,133,074
Cash Available for Operations and Capital	<u>583,457</u>
Total Cash	<u>\$ 9,925,216</u>

2. The February 2020 financial statements show a deficit of \$935,586 (a cumulative year-to-date deficit of \$5,364,241) after \$1.05 million (cumulative \$8.38 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 billed for the month is lower than a budgeted monthly average amount by \$20,120. Compared to the budget, the year-to-date user fee revenue is also lower by \$200,113 for the period from July 1, 2019 to February 29, 2020. The current month connection fee revenue received for the month is lower than a budgeted monthly average amount by \$62,487. Compared to the budget, the year-to-date connection fee revenue is also lower by \$467,348 for the period from July 1, 2019 to February 29, 2020. The expenses are what the staff actually processed during the month that may not match corresponding revenues. The staff will record matching expenses at a year-end by accruing incurred costs.



Chieko Keagy, Controller

Victor Valley Wastewater Reclamation Authority
CASH AND RESERVE SUMMARY
 February 29, 2020

G/L Account	Description	Balance	
1000	DCB Checking Account	\$ 1,113,000	
1030	DCB Sweep Account	468,617	
1075	Cal TRUST	6,449,150	
1070	LAIF	1,894,449	\$65 mil Max
	Total Cash	\$ 9,925,216	
		<u>Current Balance</u>	<u>Restricted</u>
		<u>Assigned</u>	
O&M Reserve: 10% of Prior Year Budgeted Operating Expenses	\$ 1,484,420	\$	\$ 1,484,420
R&R Reserve: 1% of Land Improvements/Plants/Interceptors PY CAFR	2,974,530		2,974,530
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	
Cash Available for Operations and Capital	583,457	-	
Total Cash	\$ 9,925,216	\$ 4,882,810	\$ 4,458,949

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
	\$ 1,865,631	257,745	271,633	1,024,951	1,462,850	\$ 4,882,810

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
		\$ 4,882,810

Victor Valley Wastewater Reclamation Authority
Statement of Net Position
February 29, 2020

<i>Assets and Deferred Outflows of Resources</i>	2020
Current assets:	
Cash and cash equivalents	\$ 9,812,315
Interest receivable	38,092
Accounts receivable	4,207,297
Receivable from FEMA Grants	3,719,562
Accounts receivable - Other	13,139
Allowance for Doubtful Accounts	(92,272)
Materials and supplies inventory	98,425
Prepaid expenses and other deposits	<u>256,035</u>
Total current assets	<u>18,052,593</u>
Fixed assets:	
Capital assets not being depreciated	3,322,180
Capital assets being depreciated	<u>182,472,052</u>
Total capital assets	<u>185,794,231</u>
Total assets	<u>203,846,824</u>
Deferred outflows of resources	
Deferred outflows of resources - OPEB	751,459.00
Deferred outflows of resources - pension	<u>1,263,368</u>
Total	<u>\$ 205,861,651</u>
<i>Liabilities, Deferred Inflows of Resources, and Net Position</i>	
Current liabilities:	
Accounts payable and accrued expenses	\$ 264,826
Accrued interest on long-term debt	261,723
Long-term liabilities - due within one year:	
Compensated absences	48,647
Lease payables	-
Loans payables	1,849,149
Other payables	<u>6,852</u>
Total current liabilities	<u>2,431,196</u>
Non-current liabilities:	
Long-term liabilities - due in more than one year:	
Compensated absences	213,387
Other post employment benefits payable	3,159,843
Lease payables	235,431
Loans payable	79,365,707
Net pension liability	5,641,328
Other payables	<u>3,962</u>
Total non-current liabilities:	<u>88,619,658</u>
Total liabilities	<u>91,050,854</u>
Deferred inflows of resources	
Deferred inflows of resources - OPEB	-
Deferred inflows of resources - pension	<u>88,626</u>
Net position:	
Net investment in capital assets	110,431,590
Restricted for capital projects	-
Restricted for SRF loan covenant	5,147,861
Unrestricted	4,506,960
Decrease in net position FY 2020	<u>(5,364,241)</u>
Total net position	<u>114,722,170</u>
Total	<u>\$ 205,861,651</u>

Victor Valley Wastewater Reclamation Authority
Revenues and Expenses
Operations and Maintenance
For the Month Ended February 29, 2020

	Actual February 2020	YTD Actual FY 19-20	Approved Budget FY 19-20
REVENUES			
User Charges	\$ 1,186,605	\$ 9,453,687	\$ 14,480,700
Sludge Flow Charge	11,498	73,563	120,000
High Strength Waste Surcharges	-	9,320	20,000
ADM FOG Tipping Fee Revenue	7,264	164,060	250,000
Septage Receiving Facility Charges	43,716	409,397	600,000
Reclaimed Water Sales	774	8,108	25,000
Potable Well Water Sales	106	877	-
Interest	111	900	-
Pretreatment Fees	6,400	39,000	50,000
Finance Charge	-	-	-
Grant - FEMA/Cal-EMA	-	-	-
Grant - Proposition 1	-	-	-
Grant- Other State and Federal	-	-	-
Grant- CEC Microgrid	-	-	-
Sale of Assets, Scrap, & Misc Income	-	104,555	1,200
Total REVENUES	\$ 1,256,474	\$ 10,263,467	\$ 15,546,900
EXPENSES			
Personnel	\$ 412,995	\$ 3,005,693	\$ 4,589,786
Maintenance	44,386	765,742	2,236,156
Operations	111,954	1,998,587	3,433,513
Administrative	(20,937)	1,098,754	1,823,605
Construction	-	12,649	-
Total EXPENSES	\$ 548,398	\$ 6,881,425	\$ 12,083,060
Revenues over Expenses before Depreciation, Debt Service and Transfers	\$ 708,076	\$ 3,382,043	\$ 3,463,840
Depreciation Expense	1,046,308	8,375,926	-
FEMA CalOES Retention	-	-	-
DEBT SERVICE			
SRF Principal	-	-	2,039,479
SRF Interest	388,424	445,537	721,656
	\$ 388,424	\$ 445,537	\$ 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	\$ (726,656)	\$ (5,439,421)	\$ -

Victor Valley Wastewater Reclamation Authority
Revenues and Expenditures
Repairs and Replacement
For the Month Ended February 29, 2020

	Actual February 2020	YTD Actual FY 19-20	Approved Budget FY 19-20
REVENUES			
R&R Revenues	\$ _____	\$ _____	\$ _____
Total REVENUES	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
OTHER FINANCING SOURCES			
Interfund Transfer	\$ _____	\$ _____	\$ 1,963,621
CAPITAL EXPENSES			
Personnel	\$ _____	\$ _____	\$ _____
Maintenance	19,887	419,956	1,896,326
Operations	-	3,592	-
Administrative	-	82,024	145,000
Construction	-	42,579	625,000
Total CAPITAL EXPENSES	<u>\$ 19,887</u>	<u>\$ 548,151</u>	<u>\$ 2,666,326</u>
EMERGENCY EXPENSES			
Drying Bed Capacity Emergency	40,957	40,957	-
	<u>40,957</u>	<u>40,957</u>	<u>-</u>
Revenues over Expenses before Debt Service and Transfers	<u>\$ (19,887)</u>	<u>\$ (548,151)</u>	<u>\$ (702,705)</u>
FUND TRANSFERS IN			
Transfer from Operations and Maintenance Fund	\$ _____	\$ _____	\$ 702,705
Interfund Loan Payment from O&M	-	-	-
Total FUND TRANSFERS IN	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ 702,705</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>\$ (60,844)</u>	<u>\$ (589,107)</u>	<u>\$ _____</u>

Accrual Basis

Victor Valley Wastewater Reclamation Authority
Revenues and Expenditures
CAPITAL
For the Month Ended February 29, 2020

	Actual February 2020	YTD Actual FY 19-20	Approved Budget FY 19-20
REVENUES			
Connection Fees	\$ 125,398	\$ 1,035,735	\$ 2,254,625
Title 16 Grant - Subregional	-	-	-
Grant- Water Recycling	-	-	-
Sale of Assets, Scrap, & Misc Income	-	-	-
Interest	12,568	133,610	50,000
Proposition 1 Grant	-	-	-
Proposition 84 Grant	-	-	-
CEC Microgrid Grant	29,326	43,280	-
FMV Adjustment	-	-	-
Grant - FEMA/Cal-EMA	-	-	-
Total REVENUES	<u>\$ 167,291</u>	<u>\$ 1,212,625</u>	<u>\$ 2,304,625</u>
CAPITAL EXPENSES			
Personnel	\$ 42,195	\$ 236,840	\$ 384,912
Maintenance	-	-	-
Operations	-	-	170
Administrative	-	-	50,000
Construction	-	31,888	550,000
Total CAPITAL EXPENSES	<u>\$ 42,195</u>	<u>\$ 268,728</u>	<u>\$ 985,082</u>
Revenues over Expenses before Debt Service and Transfers	<u>\$ 125,096</u>	<u>\$ 943,897</u>	<u>\$ 1,319,543</u>
DEBT SERVICE			
SRF Principal	\$ -	-	\$ 1,981,331
SRF Interest	273,182	279,610	405,395
	<u>\$ 273,182</u>	<u>\$ 279,610</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>\$ (148,086)</u>	<u>\$ 664,287</u>	<u>\$ (3,030,804)</u>

Accrual Basis

VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

SRF LOAN SUMMARY

February 29, 2020

	Existing	Existing	Existing	Existing	Existing	Existing	Existing	
	11 MGD Expansion	North Apple Valley Interceptor	Phase IIIA Regulatory Upgrades	UN Replacement Project	Nanticoke Pump Station Bypass	Apple Valley Sub-Regional	Hesperia Sub-Regional	Total Agreed SRF Loans
SRF LOAN #	4574	4658	5376	7805	7833	4806	4807	
Original Amount Financed	\$ 11,430,726.00	\$ 4,084,688.00	\$ 18,581,561.00	\$ 4,286,380.00	\$ 4,495,212.79	\$ 26,455,228.84	\$ 37,758,384.81	\$ 107,092,181.44
SRF Interest Rate (fixed)	* 0.00%	2.50%	2.70%	1.90%	1.90%	1.00%	1.00%	Varies
Local Match Amount	1,905,159.00	-	-	-	-	-	-	1,905,159.00
Principal Forgiveness	n/a	n/a	3,000,000.00	n/a	n/a	n/a	n/a	3,000,000.00
SRF Amount Borrowed	9,525,567.00	4,084,688.00	15,717,667.66	4,286,380.00	4,495,212.79	26,455,228.84	37,758,384.81	102,323,129.10
Annual Payment Amount	579,869.96	258,151.05	1,027,609.73	257,745.38	271,632.70	1,024,950.85	1,462,850.30	4,882,809.97
Annual Payment Due Date	April 3	February 13	June 30	December 31	June 30	February 28	February 28	Varies
Loan Term (years)	20	20	20	20	20	30	30	Varies
Years remaining	3	4	13	14	18	28	28	Varies
DEBT SERVICE								
Loan Outstanding Balance	1,679,292.56	971,157.57	11,141,254.67	2,789,845.40	4,108,359.29	24,923,159.02	35,571,316.18	81,184,384.69
Principal Paid to Date	7,846,274.44	3,113,530.43	4,576,412.99	1,496,534.60	386,853.50	1,532,069.82	2,187,068.63	21,138,744.41
Interest Paid to Date	1,844,841.67	981,340.16	2,559,079.99	228,255.84	156,411.90	517,831.88	738,631.97	7,026,393.41
First Payment Date	April 3, 2003	Feb. 13, 2005	June 30, 2013	Dec. 31, 2016	Jun 30, 2018	February 28 2019	February 28 2019	Varies
Final Payment Date	April 3, 2022	Feb. 13, 2024	June 30, 2032	Dec. 31, 2032	Jun. 30, 2037	February 28, 2048	February 28, 2048	Varies
Effective interest rate	1.850%	2.499%	2.700%	1.900%	1.900%	1.00%	1.00%	Varies

* An imputed interest rate is 1.707% per annum.

Victor Valley Wastewater Reclamation Authority



Operations and Maintenance Report

February 2020

**Victor Valley Wastewater Reclamation Authority
Operations and Maintenance Report
February 2020**

VWRA O&M Monthly Report – February 2020

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TO: Board of Commissioners
FROM: Operations & Maintenance Staff
SUBJECT: Operations / Maintenance Report
DATE: March 19, 2020

The following information details the operation of the Victor Valley Wastewater Reclamation Authority Facility for January 2020. 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	194.785 MGD	Effluent to Mojave BOD	<4.41 mg/l
Avg. Daily Mojave Flow	6.7167 MGD	Plant BOD Removal %	>98.67 %
Total Flow to Perc Ponds	126.274 MGD	Effluent to Mojave TSS	<2.2 mg/l
Avg. Daily Flow to Perc Ponds	4.3543 MGD	Plant TSS Removal %	>99.39 %
Effluent to Mojave avg. Turbidity	.38 NTU	Avg. Filter Effluent Turbidity	.61 NTU
Avg. Primary Sludge Flow	72,975 gpd	Avg. Primary Sludge TS%	2.38 %
Avg. Primary BOD Removal %	39.62 %	Avg. Primary TSS Removal %	65.96%
Avg. 30min Settle-O-Meter	275.5 ml/l	Avg. Settle-O-Meter Pop Time	>90 min
Avg. Secondary Turbidity	2.61 NTU	Total ADM/FOG Received	181,588 gal
Total Digester Gas Production	12,908,066 scf	Total ADM Received	119,732 gal
Digester 4 Gas Production	6,670,537 scf	Total FOG Received	61,856 gal
Digester 5 Gas Production	6,237,529scf	Avg. Digester VA/A Ratio	.014

CMMS Work Order Activity

VWRA KPI Report

3/6/2020
8:09 AM

2/1/2020 - 2/29/2020

KPI	Count	Percent
Planned Work Total	154	
Planned Work Completed	154	100.00%
Planned Work Completed On-Time	144	93.51%
Planned Work Incomplete	0	0 %
Planned Work Completed Late	10	6.49%
Total Work Completed	464	
Reactive Work Completed	69	14.87%
PM Work Completed	356	76.72%

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.
- **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.
 - Monthly Daft lube PM.
 - 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.
 - Treating of filtrate from GBT.
- **Primary Treatment**
 - Started using Daft 3 as a primary sludge thickener
 - Started treating GBT filtrate
 - Continuing to work on raising solids level on primary sludge to the digesters
- **Subregional Facilities**
 - Balancing the process at Hesperia and Wasting solids to Regional plant.
 - Replaced membranes at the Apple Valley Subregional.

Major Maintenance Activities

- **Primary Process**
 - DAFT 3 cleaning and inspections.
 - Plant Tank Drain pump installation.
- **Treatment Disposal**
 - Drying bed GBT project ongoing.
 - TPS pump rotor, stator and motor replacement.
- **Power generation**
 - CHP'S Selective Catalytic Reduction (SCR) service completed.
- **HWRP Subregional**
 - New waste pump installation.

Victor Valley Wastewater Reclamation Authority



Environmental Compliance Department Report

February 2020

VWVRA Environmental Compliance Department
Industrial Pretreatment Program

I. Interceptors Operation and Maintenance:

1. **Interceptors cleaning & CCTV:** 54 Manholes along Hwy 18 in Apple Valley were Inspected via CCTV
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 \$75,852.00
6. **Dig Alert Underground tickets processed:**
 - ✓ A total of One hundred and Fifty Eight (158) USA Tickets were received and processed in February 2020.
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:**
 - ✓ Fourteen (14) New Business Questionnaires were processed in the month of February 2020.
 - ✓ One (1) New Business Inspection was conducted in the month of February 2020.
- 2. New permits issued:**
 - ✓ Three (3) New permits were issued in the month of February 2020.
- 3. Permit renewals issued:**
 - ✓ Thirty (30) Class III permit renewals were issued in the month of February 2020.
- 4. Work Orders:**
 - ✓ 54 Work Orders were completed in February 2020
- 5. Monthly revenues collected, and invoices issued:**
 - ✓ Revenues: \$
 - ✓ Invoiced: \$4,500.00

III. Industrial Pretreatment Activities (continued)

1. Current enforcement actions:

- ✓ No Notice of Violations were issued in February 2020.

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
413	Class III	Non-Significant Industrial User
1	Class IV	Zero Discharge Industrial User
15	Class V	Sanitary Waste Haulers

- ✓ The permitted establishments include:

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

- ✓ Permitted businesses are distributed among member entities as follows: 166 in Victorville, 129 in Apple Valley, 117 in Hesperia and 1 in Oro Grande.

Victor Valley Wastewater Reclamation Authority



Environmental Compliance Department

Septage/FOG/ADM Monthly Report

February 2020

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

Payments and Invoices period: February 1st thru February 29th – Septage rate per Gallon: \$ 0.0936
FOG/ADM rate per Gallon: \$ 0.04

Receiving invoices

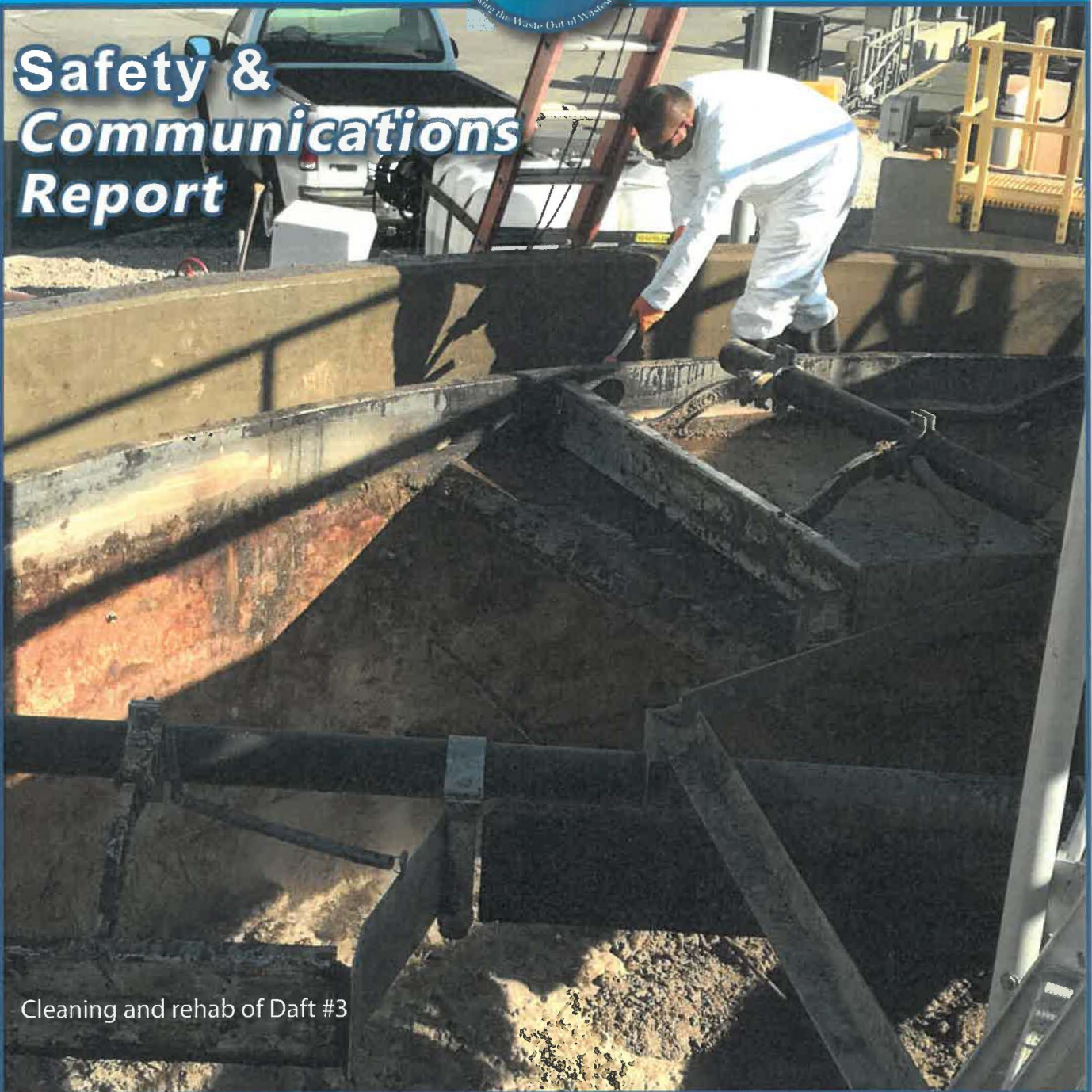
ID No	Septage Hauler	Invoice Date	Total Gallons	Invoice Amount
ABS000	Absolute Pumping	2/28/2020	24,432	\$2,286.84
ALP000	Alpha Omega Septic Service	2/28/2020	136,267	\$12,754.59
BUR000	Burns Septic	2/28/2020	60,000	\$5,616.00
HIT000	Hitt Plumbing	2/28/2020	17,175	\$1,607.58
HON001	Honest Johns Septic Service, Inc	2/28/2020	91,249	\$8,540.91
POO000	Pooman Pumping	2/28/2020	60,000	\$5,616.00
RIG001	Right Angle Solutions	2/28/2020	0	\$0
ROT001	T.R. Stewart Corp. dba Roto Rooter	2/28/2020	54,560	\$5,106.82
USA000	USA Septic	2/28/2020	20,700	\$1,937.52
ALP000	Alpha Omega Septic Service (Nutro)	2/28/2020	61,856	\$2,783.52
COW000	Co-West Commodities	2/28/2020	35,000	\$1,400.00
LIQ000	Liquid Environmental Solutions of CA	2/28/2020	0	\$0
SMC000	SMC Grease Specialist, Inc.	2/28/2020	77,000	\$3,080.00
WES004	West Valley MRF, LLC Burrtec Waste Industries, Inc.	2/28/2020	0	\$0
HIT000	Hitt Plumbing	2/28/2020	0	\$0
Grand Totals			638,239	\$50,729.78

Septage/FOG/ADM receiving payments:

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



Safety & Communications Report



Cleaning and rehab of Daft #3

February 2020



Safety

STAFF SAFETY TAILGATE/ORIENTATION

- February 6--What can hurt me today
- February 13--Hand and power tool safety
- February 20--Safe Driving
- February 27--Hearing loss dangers





Safety

Safety Events/ Training

- Safety tailgates
- Daily, weekly and monthly plant inspections
- First Aid/CPR/AED training
- Hazwoper training
- Safety Committee



Unsafe Conditions Reported/Resolved

Date of last recordable accident/injury: November 18, 2019

Days since last recordable accident/injury:
103 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 monthly all staff meetings.
- Safety Committee meeting
- Hazwoper

Outreach

- VWRA had a booth at the Made in the High Desert event at the SBC Fairgrounds. There we spoke with hundreds of local high school students about careers in the wastewater industry.



- Scheduled multiple plant tours for the first quarter of 2020. We have 5 school tours scheduled in May.

