

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, July 16, 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

Cox

Roll Call

Casteel

Public Comments- Closed Session Agenda Items

Cox

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. 54956(a))- Conference with Legal Counsel-
Existing Litigation- Angela Valles adv. VVWRA Case Number CIVDS
1822066

Call to Order & Pledge of Allegiance

Cox

Report From Closed Session

Legal

Public Comment (Government Code Section 54954.3)

Cox

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

Cox

Consent Calendar

Cox

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, June 18, 2020

- Regular Board Meeting 06/18/20

Poulsen

Item 7. Receive, Approve and File June 2020 Disbursement

- Warrant Summary Disbursements

Board Action Required

Staff Recommendation: Approve as presented

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 2020-08 Updating the Sanitary Sewer Management Plan

Laari

It is recommended that the Board of Commissioners approve Resolution 2020-08 VVWRA Sanitary Sewer Management plan five (5) years update

Board Action Required

Staff Recommendation: Approve as Presented

<p><u>Item 9.</u> Recommendation to Approve Lease with Enterprise</p> <p>It is recommended that the Board of Commissioners approve the Enterprise Fleet Management program and corresponding managed vehicle replacement program.</p> <p style="text-align: center;"><u>Board Action Required</u></p> <p style="text-align: center;">Staff Recommendation: Approve as Presented</p>	Coromina
<p><u>Item 10.</u> Recommendation to Approve the First Amendment to the Gas Collection Agreement</p> <p>It is recommended that the Board of Commissioners approve the General Manager to execute the first amendment to the Gas Collection Agreement and contract with SoCal Biomethane, LLC upon approval of the amendment by the VVWRA Attorneys.</p> <p style="text-align: center;"><u>Board Action Required</u></p> <p style="text-align: center;">Staff Recommendation: Approve as Presented</p>	Poulsen
<p><u>Item 11.</u> Recommendation to Approve the Amendment of Trimax's PLC Replacement Project Contract to Include Phase 2</p> <p>It is recommended that the Board of Commissioners approve an amendment of Trimax's Programmable Logic Controllers (PLC) replacement project contract to include phase 2 in the amount of \$447,600.00</p> <p style="text-align: center;"><u>Board Action Required</u></p> <p style="text-align: center;">Staff Recommendation: Approve as Presented</p>	Laari
<p><u>Item 12.</u> Recommendation to Approve the Amendment of Dudek Existing Contract to Add the Final Phase (#3) of the Interceptor Risk Analysis Study</p> <p>It is recommended that the Board of Commissioners approve an amendment of Dudek's existing contract to complete the final work for the Interceptor Risk Analysis study in an amount not to exceed \$173,600.00.</p> <p style="text-align: center;"><u>Board Action Required</u></p> <p style="text-align: center;">Staff Recommendation: Approve as Presented</p>	Laari

Staff Reports

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

<p><u>Item 13.</u> General Managers Report</p> <ul style="list-style-type: none"> • Business Plan Update 	Poulsen
<p><u>Item 14.</u> Financial and Investment Report – June 2020</p>	Keagy
<p><u>Item 15.</u> Operations and Maintenance Report – June 2020</p>	Adams

Item 16. Environmental Compliance Report – June 2020

Laari

Item 17. Septage Receiving Facility Report – June 2020

Laari

Item 18. Safety and Communication Report – June 2020

Wylie

Adjournment

Nassif

The board will adjourn to a regular board meeting on August 20, 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 (VWVRA)
June 18, 2020**

CALL TO ORDER: Chair Scott Nassif called the meeting to order at 7:36 AM; in Conference Room D at Victorville City Hall, located at 14343 Civic Drive, Victorville California, with the following members present:

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

**Scott Nassif, Chair
Jim Cox, Vice-Chair
Larry Bird, Secretary
Don Holland, Treasurer**

VWVRA Staff and Legal Counsel:

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

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

Guest Present:

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

Debra Jones, Victorville

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 Bird

Second: Commissioner Cox

Motion to enter into Closed Session

Motion passed by a 4-0 roll call vote

REGULAR SESSION

CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

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Thursday, June 18, 2020
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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, May 21, 2020**
8. **Receive, Approve and File May 2020 Disbursement**

Moved: Commissioner Bird

Second: Commissioner Holland

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 Cox- Yes

Commissioner Bird- Yes

Commissioner Holland- Yes

Motion passed by a 4-0 roll call vote

PRESENTATIONS

9. **FY 2020-2021 Budget**

Darron Poulsen gave a presentation on the FY 2020-2021 budget.

PUBLIC HEARING

10. **FY 2020-2021 Budget**

Chair Nassif opened the Public Hearing at 8:55 am.

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

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

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Chair Nassif closed the public hearing at 8:58 am.

ACTION ITEM:

11. Recommendation to Adopt Resolution 2020-06 Adoption of the FY 2020-2021 Budget

The Board will consider approval of Resolution 2020-06: Adoption of the Proposed Budget as presented for the year ending June 30, 2021.

Moved: Commissioner Bird Second: Commissioner Holland

Approval of Recommendation to Adopt Resolution 2020-06: Adoption of the Proposed Budget as presented for the year ending June 30, 2021.

Chair Nassif- Yes

Commissioner Cox- Yes

Commissioner Bird- Yes

Commissioner Holland- Yes

Motion passed by a 4-0 roll call vote

12. Recommendation to Approve VVWRA Employees Association MOU

The Board will consider approval of VVWRA Employees Association MOU, VVWRA Supervisors Association MOU, and corresponding wage and benefit adjustments for certain nonrepresented employees.

Moved: Commissioner Bird Second: Commissioner Holland

Approval of Recommendation to Approve VVWRA Employees Association MOU

Chair Nassif- Yes

Commissioner Cox- No- Commissioner Cox's No vote on this matter was attributed to a City of Victorville practice of not supporting outside employee agreements that differ from their City's employee agreements. The Commissioner was supportive of all matters in the MOU, but was obliged to vote No due to one proposed condition that differed from his City Employee's agreements.

Commissioner Bird- Yes

Commissioner Holland- Yes

Motion passed by a 3-0 roll call vote Commissioner Cox voted no

13. Recommendation to Adopt Resolution 2020-07 FY 2020-2021 Holiday Schedule

The Board will consider approval of Resolution No. 2020-07 to establish the paid holidays for VVWRA employees during fiscal year 2020-2021 which is consistent with the MOU with the Employees Association.

Moved: Commissioner Cox Second: Commissioner Bird

Approval of Recommendation to Approve Resolution No. 2020-07 to establish the paid holidays for VVWRA employees during fiscal year 2020-2021

Chair Nassif- Yes

Commissioner Cox- Yes

Commissioner Bird- Yes

Commissioner Holland- Yes

Motion passed by a 4-0 roll call vote

14. Recommendation to Cancel the June 25th Board Meeting

The Board will consider cancelling the regularly scheduled June 25, 2020 Board Meeting if the Board adopts the FY 2020-21 Budget at the regular meeting held on June 18, 2020.

Moved: Commissioner Cox Second: Commissioner Holland

Approval to cancel the regularly scheduled June 25, 2020 Board Meeting if the Board adopts the FY 2020-21 Budget at the regular meeting held on June 18, 2020.

Chair Nassif- Yes

Commissioner Cox- Yes

Commissioner Bird- Yes

Commissioner Holland- Yes

Motion passed by a 4-0 roll call vote

15. Recommendation to Approve an Amendment to the Trimax Contract

It is recommended that the Board of Commissioners approve the following:

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1. Approval of change request #1 in the amount of \$19,350.00 and amend Trimax Systems Inc (Trimax) contract for the systems and controls integration work being performed to connect the VVWRA Recycled Water pipeline to the Town of Apple Valley (Town) newly built recycled water infrastructure.
2. Allow the VVWRA General Manager to negotiate with the Town Manager of Apple Valley a full or partial reimbursement of this expense after the project is complete. This negotiated expense will be brought back for the Board's consideration.

Moved: Commissioner Cox Second: Chair Nassif**Approval of the Amendment to the Trimax Contract and Allow the VVWRA General Manager to negotiate with the Town Manager of Apple Valley****Chair Nassif- Yes****Commissioner Cox- Yes****Commissioner Bird- Yes****Commissioner Holland- Yes****Motion passed by a 4-0 roll call vote****16. Election of Officers**

Annual rotation of officers for FY 2020-2021:

Chair	Jim Cox, City of Victorville
Vice-Chair	Larry Bird, City of Hesperia
Secretary	Robert Lovingood, County of San Bernardino
Treasurer	Scott Nassif, Town of Apple Valley

Moved: Commissioner Bird Second: Chair Nassif**Approval of the rotation of officers for FY 2020-2021****Chair Nassif- Yes****Commissioner Cox- Yes****Commissioner Bird- Yes****Commissioner Holland- Yes****Motion passed by a 4-0 roll call vote**

VVWRA Regular Meeting Minutes**Thursday, June 18, 2020****Page 6****STAFF/PROFESSIONAL SERVICES REPORTS:**


- 17. General Managers Report**
- 18. Financial and Investment Report – May 2020**
- 19. Operations & Maintenance Report – May 2020**
- 20. Environmental Compliance Department Reports – May 2020**
- 21. Septage Receiving Facility Reports – May 2020**
- 22. Safety & Communications Report – May 2020**

CLOSED SESSION (If Closed Session is continued)**ADJOURNMENT****The board will adjourn to a regular board meeting on July 16, 2020 at 7:30 a.m.****APPROVAL:****DATE:** July 16, 2020**BY:** _____Approved by VVWRA Board Scott Nassif,
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: July 16, 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 JUNE 2020, check numbers 123316-123363 and ACH's.

<i>Accounts Payable</i>			
<i>Checks</i>	<i>ACH's and EFT's</i>	<i>Payroll</i>	<i>Total</i>
\$69,669.22	\$1,753,190.01	\$286,048.05	\$2,108,907.28

Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 6/1/20 through 6/30/20

Vendor #	Vendor Name	Type	Payment #	Date	Total
APPL000	Liberty Utilities	Check	123316	06/04/20	\$ 91.39
AME000	Ametek Arizona Instrument, Llc Db	Check	123317	06/09/20	\$ 1,056.67
DELL003	Dell Inc.	Check	123318	06/11/20	\$ 1,471.68
DONE001	Done-Right Concrete Co	Check	123319	06/11/20	\$ 2,000.00
FLOS001	Flo-Systems, Inc.	Check	123320	06/11/20	\$ 4,266.18
FLYE000	Flyers Energy, Llc	Check	123321	06/11/20	\$ 814.47
HIDE000	Hi-Desert Communications	Check	123322	06/11/20	\$ 100.00
HIGH007	High Desert Backflow	Check	123323	06/11/20	\$ 625.00
LUHD000	Luhdorff And Scalmanini	Check	123324	06/11/20	\$ 5,140.00
NAPA000	Napa Victorville	Check	123325	06/11/20	\$ 1,786.33
ORKI000	Orkin	Check	123326	06/11/20	\$ 150.00
PARK000	Parkhouse Tire Inc.	Check	123327	06/11/20	\$ 2,278.11
PRUD001	Prudential Overall Supply	Check	123328	06/11/20	\$ 1,203.46
SCLU000	Southern Counties Lubricants	Check	123329	06/11/20	\$ 7,513.91
TOWN001	Town & Country Tire	Check	123330	06/11/20	\$ 40.00
WEST008	Wester Enterprises Supply Inc	Check	123331	06/11/20	\$ 2,111.93
ATMO000	Atmospheric Analysis And Consulting, Inc	Check	123332	06/17/20	\$ 1,385.00
BROW000	Brown Bear Corp	Check	123333	06/17/20	\$ 815.75
CONC000	Concorde Communications	Check	123334	06/17/20	\$ 123.00
CSRM000	Csrma	Check	123335	06/17/20	\$ 229.00
ELLI001	Elliot'S Concrete Cutting & Coring	Check	123336	06/17/20	\$ 500.00
FLYE000	Flyers Energy, Llc	Check	123337	06/17/20	\$ 1,274.80
HESP001	Hesperia Chamber Of Commerce	Check	123338	06/17/20	\$ 510.00
HESP005	Hesperia Unified School District	Check	123339	06/17/20	\$ 41.89
KONA000	Kona Ice	Check	123340	06/17/20	\$ 225.00
ORKI000	Orkin	Check	123341	06/17/20	\$ 400.38
PRUD001	Prudential Overall Supply	Check	123342	06/17/20	\$ 597.55
APPL015	Shredyourdocs.Com	Check	123343	06/17/20	\$ 106.40
THUR000	Thurlo'S Heating & A/C Inc.	Check	123344	06/17/20	\$ 2,953.40
APPL007	Town Of Apple Valley	Check	123345	06/17/20	\$ 155.59
WEST008	Wester Enterprises Supply Inc	Check	123346	06/17/20	\$ 1,957.50
SENT000	Dan Sentman	Check	123347	06/30/20	\$ 212.39
ANTH000	Donna Anthony	Check	123348	06/30/20	\$ 432.00
AMSA000	A.M.S. / Anderson Air Conditioning Lp	Check	123349	06/30/20	\$ 723.50
AIRG000	Airgas Usa, Llc	Check	123350	06/30/20	\$ 436.36
BROW000	Brown Bear Corp	Check	123351	06/30/20	\$ 277.51
ZEEM000	Cintas Corporation	Check	123352	06/30/20	\$ 1,619.94
DELL003	Dell Inc.	Check	123353	06/30/20	\$ 5,552.75
GAOS000	G.A. Osborne Pipe & Supply	Check	123354	06/30/20	\$ 2,765.59
HIDE002	Hi Desert Fire Protection Inc	Check	123355	06/30/20	\$ 2,684.46
HIDE001	Hi-Desert Window Washing	Check	123356	06/30/20	\$ 307.10
SIMP000	Johnson Controls Fire Protection Lp	Check	123357	06/30/20	\$ 1,513.42
NAPA000	Napa Victorville	Check	123358	06/30/20	\$ 487.93
NEWP000	New Pig Corporation	Check	123359	06/30/20	\$ 409.45
ORKI000	Orkin	Check	123360	06/30/20	\$ 700.38
QUAD000	Quadient Leasing Usa, Inc	Check	123361	06/30/20	\$ 340.06
SWAI000	Swains Electric Motor Service	Check	123362	06/30/20	\$ 1,979.93
VIRT000	Virtual Graffiti Inc.	Check	123363	06/30/20	\$ 7,302.06
				Checks	\$ 69,669.22
XYLE001	Xylem Water Solutions	Electronic Fund Transfer	20114	06/17/20	\$ 1,877.19
ALLM000	Allmax Software, Inc.	Electronic Fund Transfer	20115	06/17/20	\$ 1,800.00
DAVI003	Davis Electric, Inc	Electronic Fund Transfer	20101	06/17/20	\$ 7,202.00
CDWG000	Cdw Government, Inc	Electronic Fund Transfer	20100	06/17/20	\$ 4,206.15
CDWG000	Cdw Government, Inc	Electronic Fund Transfer	20120	06/17/20	\$ 7,415.14
DKFS000	D.K.F. Solutions Inc.	Electronic Fund Transfer	20121	06/17/20	\$ 350.00
PROT001	Protection One	Electronic Fund Transfer	20108	06/17/20	\$ 909.85
ILIN000	Ilink Business Management	Electronic Fund Transfer	20123	06/17/20	\$ 3,320.70
MCMA000	Mc Master-Carr Supply Co.	Electronic Fund Transfer	20125	06/17/20	\$ 350.61
MAST002	Masters Electric	Electronic Fund Transfer	20124	06/17/20	\$ 16,872.00
QUIN002	Quinn Company	Electronic Fund Transfer	20127	06/17/20	\$ 312.00
GRAI000	Grainger	Electronic Fund Transfer	20103	06/17/20	\$ 3,225.86
GRAI000	Grainger	Electronic Fund Transfer	20122	06/17/20	\$ 412.25
ADSC000	A.D.S. Corp.	Electronic Fund Transfer	20093	06/17/20	\$ 7,150.00
BECK000	Beck Oil, Inc.	Electronic Fund Transfer	20098	06/17/20	\$ 21.71
BECK000	Beck Oil, Inc.	Electronic Fund Transfer	20116	06/17/20	\$ 23.04
SIEM003	Siemens Industry Inc.	Electronic Fund Transfer	20109	06/17/20	\$ 4,195.79
SIEM003	Siemens Industry Inc.	Electronic Fund Transfer	20128	06/17/20	\$ 8,735.30
UCRE000	Uc Regents	Electronic Fund Transfer	20131	06/17/20	\$ 77,363.48
TMOB000	T-Mobile	Electronic Fund Transfer	20110	06/17/20	\$ 117.60
HAAK000	Haaker Equipment Company	Electronic Fund Transfer	20104	06/17/20	\$ 146.56
BIOG001	Biogas Engineering	Electronic Fund Transfer	20117	06/17/20	\$ 20,332.26
TRIM000	Trimax Systems	Electronic Fund Transfer	20111	06/17/20	\$ 140,986.33
ALLS000	All Star Mobile Detail	Electronic Fund Transfer	20095	06/17/20	\$ 450.00
VEBA000	California School Veba	Electronic Fund Transfer	20099	06/17/20	\$ 658.51
FAST001	Fastenal	Electronic Fund Transfer	20102	06/17/20	\$ 75.44
ESBA000	Babcock Laboratories, Inc	Electronic Fund Transfer	20097	06/17/20	\$ 33,997.80
PATT001	Patton Sales Corp	Electronic Fund Transfer	20126	06/17/20	\$ 273.14
PRES001	IpC Industries, Inc DbA Prestige Golf Cars	Electronic Fund Transfer	20107	06/17/20	\$ 604.17
BREN001	Brenntag Pacific, Inc	Electronic Fund Transfer	20119	06/17/20	\$ 11,248.83
HACH000	Hach Company	Electronic Fund Transfer	20105	06/17/20	\$ 772.95

**Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 6/1/20 through 6/30/20**

Vendor #	Vendor Name	Type	Payment #	Date	Total
USAB000	U.S.A. Bluebook	Electronic Fund Transfer	20112	06/17/20	\$ 774.99
USAB000	U.S.A. Bluebook	Electronic Fund Transfer	20130	06/17/20	\$ 2,237.99
BLAC003	Blackline Safety Corp	Electronic Fund Transfer	20118	06/17/20	\$ 210.00
WAGE000	Wageworks, Inc	Electronic Fund Transfer	20113	06/17/20	\$ 113.00
APPL013	Applied Industrial Technologies, Inc	Electronic Fund Transfer	20096	06/17/20	\$ 2,299.17
HESP006	Hesperia Outdoor Power Equipment	Electronic Fund Transfer	20106	06/17/20	\$ 3,607.47
ASHL000	Solenis Llc	Electronic Fund Transfer	20129	06/17/20	\$ 8,154.51
ALLC000	All Covered	Electronic Fund Transfer	20094	06/17/20	\$ 150.00
MCGR000	Mcgrath Rentcorp	Electronic Fund Transfer	20091	06/09/20	\$ 5,383.33
CULL000	Culligan Water Conditioning	Electronic Fund Transfer	20090	06/09/20	\$ 502.90
CONS000	Consumers Pipe & Supply, Co.	Electronic Fund Transfer	20089	06/09/20	\$ 93.82
WAXI000	Waxie Sanitary Supply	Electronic Fund Transfer	20092	06/09/20	\$ 648.23
SOUT006	Southwest Gas Company	Bank Draft	DFT01033	06/17/20	\$ 148.68
STAT001	State Water Resources Control Board	Bank Draft	DFT01034	06/17/20	\$ 1,299,242.43
SOUT000	Southern California Edison	Bank Draft	DFT01032	06/17/20	\$ 18,133.82
UPS0000	Ups	Bank Draft	DFT01035	06/17/20	\$ 268.47
KONI000	Konica Minolta Business Solutions	Bank Draft	DFT01027	06/11/20	\$ 351.02
SPAR000	Sparkletts Drinking Water	Bank Draft	DFT01029	06/11/20	\$ 679.57
UPS0000	Ups	Bank Draft	DFT01030	06/11/20	\$ 49.49
SOUT000	Southern California Edison	Bank Draft	DFT01028	06/11/20	\$ 54,584.46
KONC000	Michael Koncur	Bank Draft	EMP844Y	06/11/20	\$ 150.00
EFT & ACH's					\$ 1,753,190.01
Total Checks					\$ 69,669.22
Total ACH and EFT					\$ 1,753,190.01
Total Payroll - June 2020					\$286,048.05
Total					\$ 2,108,907.28





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

TO: VVWRA Board of Commissioners
FROM: Darron Poulsen, General Manager
SUBMITTED BY: Latif Laari, Business Applications Manager
DATE: 7/16/2020
SUBJECT: **APPROVE RESOLUTION 2020-08- SANITARY SEWER
MANAGEMENT PLAN FIVE YEAR UPDATE**

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

STAFF RECOMMENDATION

It is recommended that the Board of Commissioners approve Resolution 2020-08 VVWRA Sanitary Sewer Management plan five (5) years update

PREVIOUS ACTION(S)

August 18, 2018, the Borad of Commissioners approved a professional service agreement with Larry Walker and Associates to complete the VVWRA Sanitary Sewer Management Plan audit

BACKGROUND INFORMATION

The California State Water Resources Control Board (“SWRCB”) promulgated a waste discharge requirement (“WDR”) permit on May 2, 2006, to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. On July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013, and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (together these documents constitute the “SSS WDR”).

The SSS WDR requires local public sewer collection system agencies, referred to as “Enrollees,” to electronically report all Sanitary Sewer Overflows (SSO’s) and develop a Sewer System Management Plan (“SSMP”). SSMPs must be self-audited at least every two (2) years and

updated every five (5) years from the original adoption date by the Enrollee's governing board. The five-year SSMP update must also be approved and certified as do all significant updates to the SSMP.

In April 2012, VVWRA performed a five-year audit (2008-2012) and subsequently updated and adopted the SSMP.

Since 2010 VVWRA sanitary sewer collection system has undergone the following substantial changes:

- Construction of the Hesperia Santa Fe interceptor
- Construction of the Upper Narrows emergency interceptor
- Construction of two (2) Subregional water reclamation plants (WRP) along with two (2) new waste activated sludge (WAS) pipelines in both Hesperia and Apple Valley
- Construction of the new Hesperia lift station and its force main to the Hesperia WRP
- The transfer to VVWRA of ownership of Town of Apple Valley's Otoe Pump Station and its sewer force main
- The construction of the Nanticoke Gravity sewer interceptor and the abandonment of the Nanticoke Pump Station and a portion of its force main.
- Installation of a flow monitoring system in the interceptors which provide data on its condition 24/7/365

The SSMP contains eleven (11) required Elements:

1. Goals
2. Organization
3. Legal Authority
4. Operations and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan ("OERP")
7. Fats, Oils, and Grease (FOG) Control Program
8. System Evaluation and Capacity Assurance Plan ("SECAP")
9. Monitoring, Measurement and Program Modifications
10. SSMP Program Audits
11. Communications Program

To perform the full update of the SSMP , staff completed the following:

1. Audit of the SSMP by Larry Walker and Associates in 2018
2. Interceptor Capacity Study by Dudek in 2019 to meet the requirements of element 8 of the plan
3. Final update of the SSMP by Larry Walker and Associates in 2020

VVWRA prepared this SSMP update of the following the requirements of Paragraph D.13 (x) of the California State General Waste Discharge Requirements (WDR). This document was designed to meet the requirements of the State Water Resources Control Board Order No. 2006-0003-DWQ, as revised by Order No. WQ 2013-0058-EXEC.

Attachment(s):

Exhibit (1) – Resolution 2020-08 VVWRA SSMP 2020 Update

EXHIBIT 1

RESOLUTION 2020-08

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
TO APPROVE THE UPDATED SANITARY SEWER MANAGEMENT PLAN**

WHEREAS, the State Water Resources Control Board (SWRCB) adopted the General Waste Discharge Requirement (GWDR) on May 2, 2006; and

WHEREAS, the GWDR mandates all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility, is responsible for preparing a Sewer System Management Plan (SSMP); and

WHEREAS, VVWRA has developed a SSMP in accordance with the requirement of the GWDR; and

WHEREAS, VVWRA is continuing to comply with the State's GWDR; and

WHEREAS, recertification of VVWRA's SSMP will satisfy compliance with the State's GWDR; and

NOW, THEREFORE, TBE IT RESOLVED that the Board of Commissioners for Victor Valley Wastewater Reclamation Authority approves the updated Sanitary Sewer Management Plan (Exhibit A) dated July 2020.

ADOPTED AND APPROVED this 16th day of July, 2020

Jim Cox, Chair
VVWRA Board of Commissioners

ATTEST:

APPROVED AS TO FORM:

Robert Lovingood, Secretary
VVWRA Board of Commissioners

Piero Dallarda of
Best Best & Krieger LLP, Counsel VVWRA

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 July 16, 2020.

Kristi Casteel – Clerk of the Board

EXHIBIT A

Resolution 2020-08

7/16/2020

Sanitary Sewer Management Plan

Victor Valley Wastewater Reclamation Authority



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List of Acronyms

APWA	American Public Works Association
ASCE	American Society of Civil Engineers
BACWA	Bay Area Clean Water Agencies
BMP	Best Management Practice
CASA	California Association of Sanitation Agencies
CCTV	Closed-Circuit Television
CIP	Capital Improvement Program
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CMOM	Capacity, Management, Operations, and Maintenance
CPC	California Plumbing Code
CSUS	California State University Sacramento
CWEA	California Water Environment Association
EMA	Enhanced Maintenance Area
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments
GRE	Grease Removal Device
I/I	Infiltration and Inflow
LRO	Legally Responsible Official
MOP	Manual of Practice
MRP	Monitoring and Reporting Program effective 9/9/13
MS4	Municipal Separate Storm Sewer System
NACWA	National Association of Clean Water Agencies
NASSCO	National Association of Sewer Service Companies
NOI	Notice of Intent
NOV	Notice of Violation
O&M	Operations & Maintenance
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services, State of California
PACP	Pipeline Assessment & Certification Program
PLSD	Private Sewer Lateral Discharge
PM	Preventive Maintenance
POTW	Publicly Owned Treatment Works
QA/QC	Quality Assurance/Quality Control
R/R	Rehabilitation or Repair/Replacement
RWQCB	Regional Water Quality Control Board
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSS WDR	Statewide General WDR for Sanitary Sewer Systems
SWRCB	State Water Resources Control Board
UPC	Uniform Plumbing Code
USEPA	The United States Environmental Protection Agency
WDR	Waste Discharge Requirements
WWTP	Wastewater Treatment Plant

Glossary of Terms

Collection System	A generic term for any system of pipes or sewer lines used to convey wastewater to a treatment facility.
Enrollee	A public entity that owns or operates a sanitary sewer system and has submitted a complete and approved application for coverage under the SSS WDR.
Lateral (also called Service Lateral)	A segment of pipe that connects a home or building to a sewer main, which may be located beneath a street or easement. The responsibility for maintaining a lateral can be solely that of the Enrollee or the private property owner, or it can be shared between the two or more parties. Local communities dictate lateral responsibility and the basis for a shared arrangement if it applies. See Lower Lateral and Upper Lateral definitions.
Lower Lateral	That portion of a lateral usually from the property line or easement line to the sewer main. Enrollees may or may not be responsible for the maintenance of this portion of the lateral. If not, the lower lateral is owned and maintained by the property it serves.
Miles of Gravity Sewer	Amount of gravity sewer lines/pipes in an Enrollee's sanitary sewer system expressed in miles.
Miles of Publicly Owned Laterals	The number of laterals in an Enrollee's sanitary sewer system that the Enrollee is responsible for maintaining expressed in miles.
Miles of Pressure Sewer (Miles of Force Main)	Amount of pressurized sewer lines/pipes in an Enrollee's sanitary sewer system expressed in miles or portions thereof.
Miles of Private Laterals	Amount of private laterals tributary to an Enrollee's sanitary sewer system that private property owners are responsible for maintaining, expressed in miles or portions thereof.
NGO	Non-governmental organization.
Percent Reached Surface Water	The volume of sewage discharged from a sanitary sewer system or private lateral or collection system estimated to have reached surface water divided by the total volume of sewage discharged.
Percent Recovered	The volume of sewage discharged that was disposed of properly, divided by the total volume of sewage discharged.
Private Lateral	Privately owned sewer service lateral.
Private Lateral Sewage Discharge (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of maybe voluntarily reported to the SSO Database.
Sanitary Sewer Overflow (SSO)	Any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include: <ol style="list-style-type: none"> 1. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States. 2. Overflows or releases of untreated or partially treated

	<p>wastewater that do not reach waters of the United States; and</p> <p>3. Wastewater backups into buildings and on private property caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.</p>
Sanitary Sewer System	Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a WWTP headworks and which is comprised of more than one mile of pipes and sewer lines, used to collect and convey wastewater to a publicly owned treatment facility.
Service Lateral	See Lateral.
SSO Category 1	<p>Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:</p> <ul style="list-style-type: none"> • Reach surface water and/or reach a drainage channel tributary to surface water; or • Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).
SSO Category 2	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
SSO Category 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
SSO Database	An online reporting system developed, hosted, and maintained by the SWRCB for compliance with the Monitoring and Reporting Program contained in SSS WDR.
Storm Drain	To comply with the SSS WDR, any pipe that is part of a Municipal Separate Storm Sewer System (MS4) used for collecting or conveying stormwater.
Total # of SSOs per 100 miles of Sewer per Year	A broad metric used to compare the relative performance of Enrollees and their sanitary sewer systems. This metric expresses the number of SSOs for which the reporting Enrollee is responsible for every 100 miles of pipe or sewer lines in an Enrollee's sanitary sewer system. Due to the significant variation in facility-specific characteristics, this metric should only be viewed as a rough comparison of the operation and maintenance performance of Enrollees and their sanitary sewer systems. For systems smaller than 100 miles, this metric tends to skew the result as the miles of pipe gets smaller. This metric is calculated as described below:

Sanitary Sewer Management Plan

	<p>Total # of SSOs per year = (Total # of SSOs x 100) / ((Years) x (Miles of Pressure Sewer + Miles of Gravity Sewer + Miles of Public Laterals))</p>
Total Volume of SSOs Reached Surface Water per 100 miles of Sewer	<p>A broad metric used to compare the relative performance of Enrollees and their sanitary sewer systems. This metric expresses the volume of SSOs, for which the reporting Enrollee is responsible, that reached surface water for every 100 miles of pipe or sewer lines in an Enrollee's sanitary sewer system. Because sewage discharges that reach surface water pose a greater threat to public health and the environment, this metric reflects some accounting of the threat posed by SSOs. Due to the large variation in facility-specific characteristics, this metric should only be viewed as a rough comparison of the operation and maintenance performance of Enrollees and their sanitary sewer systems. For systems smaller than 100 miles, this metric tends to skew the result as the miles of pipe gets smaller. This metric is calculated as described below:</p> <p>Total Annual Volume of SSOs Reaching Surface Waters = (Total volume of SSOs reaching Surface Waters x 100) / ((Years) x (Miles of Pressure Sewer + Miles of Gravity Sewer + Miles of Public Laterals))</p>
Total Volume Reached Surface Water	Amount of sewage discharged from a sanitary sewer system, private lateral, or collection system estimated to have reached surface water.
Total Volume Recovered	Amount of sewage discharged that was captured and disposed of properly.
Upper Lateral	The portion of a lateral usually from the building foundation to the property line or easement line where it connects to the Lower Lateral. Enrollees may not own and maintain this portion of a Lateral since responsibility usually lies with the owner of the property that the lateral serves.
WDID	Waste Discharge Identification number assigned as a unique identifier by the SWRCB to each Enrollee for regulatory recordkeeping and data management purposes.

Introduction

Purpose and Background

The California State Water Resources Control Board (“SWRCB”) promulgated a waste discharge requirement (“WDR”) permit on May 2, 2006, to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. On July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013, and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (together, these documents constitute the “SSS WDR”).

This permit, among other things, requires local public sewer collection system agencies, referred to as “Enrollees,” to develop a Sewer System Management Plan (“SSMP”). SSMPs must be self-audited at least every two (2) years and updated every five (5) years from the original adoption date by the Enrollee’s governing board. The original SSMP must be approved by the governing board of the Enrollee at a public meeting and adopted. The five-year SSMP update must also be approved and certified as do all significant updates to the SSMP. Paragraph D.14 of WDR states that: “... The SSMP must be updated every five (5) years and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. ...”

Since 2010 VVWRA’s sanitary sewer collection system has undergone the following substantial changes:

1. Construction of the Hesperia Santa Fe interceptor
2. Construction of the Upper Narrows emergency interceptor
3. Construction of two (2) Subregional water reclamation plants (WRP) along with two (2) new waste activated sludge (WAS) pipelines in both Hesperia and Apple Valley
4. Construction of the new Hesperia lift station and its force main to the Hesperia WRP
5. The transfer of ownership of the Town of Apple Valley’s Otoe Pump Station and its sewer force main to VVWRA
6. The construction of the Nanticoke Gravity sewer interceptor and the abandonment of the Nanticoke Pump Station and a portion of its force main.

Pursuant to WDR Paragraph D.13, The Victor Valley Wastewater Reclamation Authority (VVWRA) prepared the SSMP for its Sanitary Sewer System, which was approved by the VVWRA Board of commissioners (Board) in November 2008. The Board then adopted a five-year update of the SSMP in April 2012, and therefore, the next five-year update which this document is prepared for was due in April 2017.

The SSMP along with all references in the document, self-audits, and the adoption documents approved by the Board are kept on file at the Regional Plant, VVWRA’S website and an entry is made in the California Integrated Water Quality System (CIWQS) database that the audit is complete.

This revision of the VVWRA SSMP for 2020 was prepared by VVWRA in accordance with the requirements of Paragraph D.13 (x) of the California State General Waste Discharge Requirements (WDR). This document was designed to meet the requirements of the State Water Resources Control Board Order No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC.

Elements of an SSMP

Section D.13 of the SSS WDR, requires all Enrollees to develop an SSMP and make it available to the public and the SWRCB and RWQCB. The SSS WDR further specifies eleven (11) mandatory Elements that must be addressed in the SSMP. The SSS WDR also requires that the SSMP be audited at least every two (2) years from the original governing board approval date and updated or revised and re-certified by the governing board at least every five (5) years from adoption or whenever and must include any significant changes to the SSMP, as specified in Section D.14 of the SSS WDR.

The eleven (11) required SSMP Elements that must be included in an SSMP are as follows:

1. Goals
2. Organization
3. Legal Authority
4. Operations and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan (“OERP”)
7. Fats, Oils, and Grease (FOG) Control Program
8. System Evaluation and Capacity Assurance Plan (“SECAP”)
9. Monitoring, Measurement and Program Modifications
10. SSMP Program Audits
11. Communications Program

Element 1: Goals

Requirements:

D.13.(i) Goals: The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

Goals Discussion:

Providing safe, environmentally beneficial, and reliable sewer service are key components to fulfilling Victor Valley Wastewater Reclamation Authority’s primary goals. In support of obtaining these goals, VVWRA has developed the following goals for the operation and maintenance of its sewer system. This document outlines responsibilities, allocates staff hours to collection work elements, and provides procedures and guidelines for the cleaning and inspection and maintenance activities.

1. Minimize sanitary sewer overflows.
2. Prevent public health hazards.
3. Minimize inconveniences by responsibly handling interruptions in service.
4. Protect the significant investment in collection systems by maintaining adequate capacities and extending useful life.
5. Prevent unnecessary damage to public and private property.
6. Use funds available for sewer operations in the most efficient manner.
7. Convey wastewater to treatment facilities with a minimum of infiltration, inflow, and exfiltration.

Sanitary Sewer Management Plan

8. Provide adequate capacity to convey peak flows.
9. Perform all operations in a safe manner to avoid personal injury and property damage.

This SSMP supplements and supports the Victor Valley Wastewater Reclamation Authority's existing Operation and Maintenance Program by providing high-level, consolidated guidelines and procedures for all aspects of the agency's sanitary sewer collection system management. The SSMP contributes to the proper management of the collection system and assists the agency in minimizing the frequency and impacts of SSOs by providing guidance for appropriate maintenance, capacity management, and emergency response.

Element 2: Organization

Requirements:

D.13.(ii) Organization: The SSMP must identify:

- (a.) The name of the responsible or authorized representative as described in Section J of this Order (SSS WDR).**
- (b.) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and**
- (c.) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (Cal OES)).**

Authorized Representatives

The Business Applications Manager is VVWRA's Legally Responsible Officials (LRO) in all wastewater collection system matters and is responsible for the execution of the compliance actions required under the Waste Discharge Requirements (WDRs). This includes, but is not limited to, the signing and certification of all reports and correspondence as required under this order.

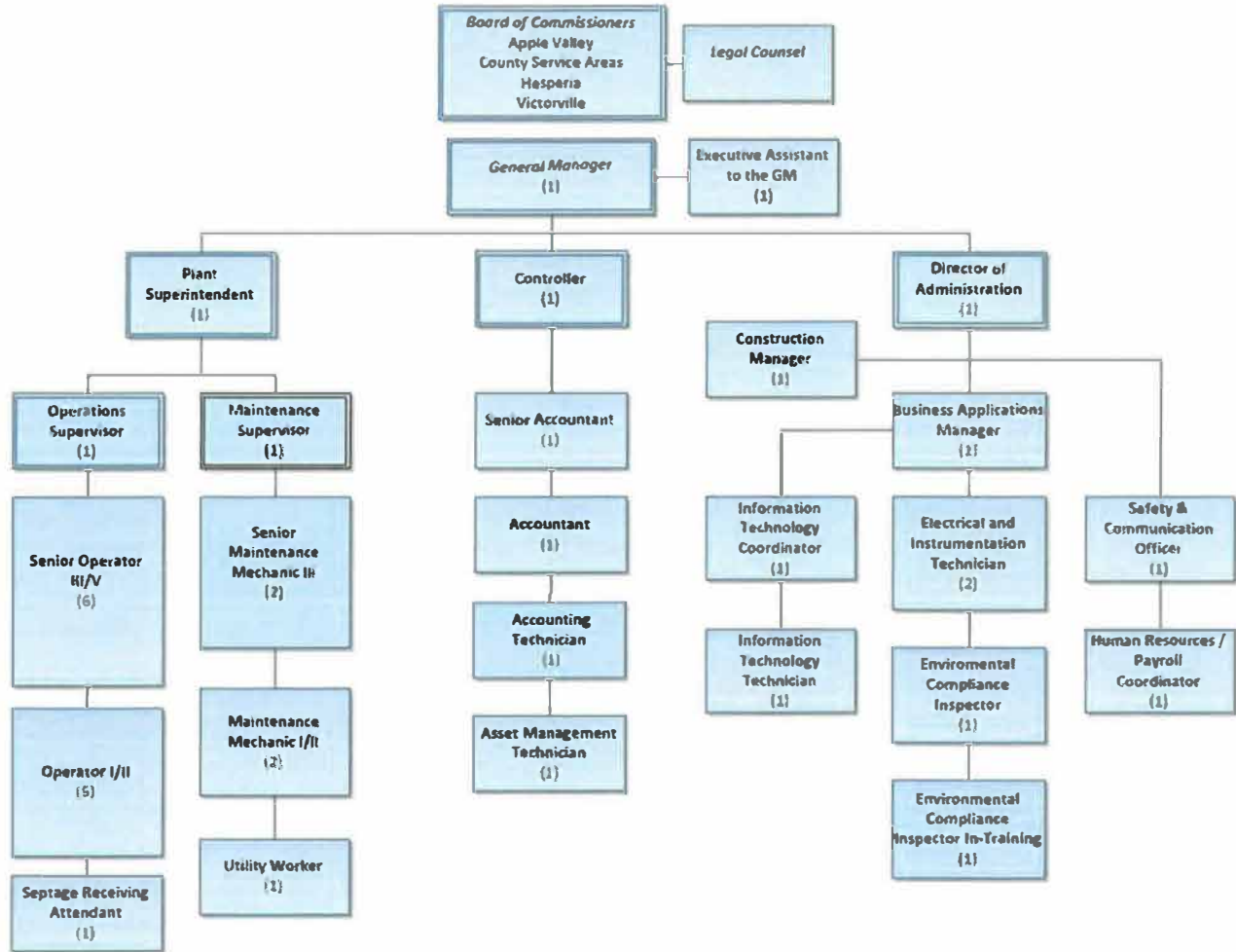
Organization Chart and Responsibilities

This section discusses the organization and roles of sewer staff, the authorized representatives to the SWRCB, and key personnel responsible for implementing and maintaining the SSMP.

Department Organization

The organization chart for the operation, maintenance, and management of the VVWRA's sewer collection system is shown on Figure 2-1

Figure 2-1



Description of General Responsibilities

1. General Manager

Under policy direction, serves as agent of the Board of Commissioners in planning, directing, managing, and overseeing the services, activities, and operations of the Agency including Communications, Administrative Services, Engineering, Finance, Information Technology, Human Resources, Operations and Maintenance, and Technical Services; serves as chief executive officer of the Agency ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Commissioners; facilitates the development and implementation of Agency goals and objectives, and provides highly complex administrative support to the Board of Commissioners. Position reports to the Board of Commissioners.

2. Plant Superintendent

Supervise and direct the operation and maintenance of wastewater treatment and conveyance facilities to ensure proper operation as well as compliance with discharge requirements for the Victor Valley Wastewater Reclamation Authority (VWRA). Position reports to the General Manager.

3. Business Applications Manager

The position provides supervision and management of the environmental compliance inspector in training, the environmental compliance inspector(s) and collections system inspector(s); pretreatment program administration; regulatory compliance program administration, including the preparation of permit applications and materials; collections system maintenance program development and administration; and related day-to-day labor issues for the Victor Valley Wastewater Reclamation Authority (VWRA). The position reports to the Director of Administrative Services.

4. Environmental Compliance Inspector

Provides pretreatment program administration; regulatory compliance program administration, including the preparation of permit applications and materials; collections system maintenance program development and administration; and related day-to-day labor issues for the Victor Valley Wastewater Reclamation Authority (VWRA). Reports to the Business Applications Manager.

5. Environmental Compliance Inspector in Training

Assists in the development, maintenance, and implementation of the Industrial Pretreatment Program and manages the onsite regional plant laboratory for the Victor Valley Wastewater Reclamation Authority (VWRA). Reports to the Business Applications Manager.

6. Maintenance Supervisor

Provide supervision and direction to maintenance personnel in the installation, maintenance, and repair of machinery, equipment, and infrastructure in wastewater treatment facilities to ensure proper operation and compliance with discharge requirements, for the Victor Valley Wastewater Reclamation Authority (VWRA). The position reports to Plant Superintendent.

7. Plant Maintenance – grade I

Position performs basic to routine diagnosis and mechanical repair of parts, equipment, and systems to maintain equipment, return existing treatment units to service, and to assist in the replacement treatment units, support systems, and ancillary equipment for the Victor Valley Wastewater Reclamation Authority (VWRA). The position will assist in the development of creative solutions to complex maintenance problems and operating requirements. Position reports to Maintenance Supervisor.

8. Plant Maintenance/Mechanical Technologist – Grades II to III

Performs semi-skilled (and some skilled) diagnosis and mechanical repair of parts, equipment, and systems to maintain equipment, return existing treatment units to service, and to replace treatment units, support systems, and ancillary equipment for the Victor Valley Wastewater Reclamation Authority (VWRA). The position will participate in the development of creative solutions to complex maintenance problems and operating requirements. Position reports to Maintenance Supervisor.

9. Plant Maintenance – Grade IV

Performs skilled diagnosis and mechanical repair of parts, equipment, and systems to maintain equipment, return existing treatment units to service, and to replace complex treatment units, support

systems, and ancillary equipment for the Victor Valley Wastewater Reclamation Authority (VWVRA). Designs and/or develops creative solutions to complex maintenance problems and operating requirements. Position reports to Maintenance Supervisor.

10. Plant Maintenance Mechanic in Training (MIT)

Assist in the maintenance of wastewater treatment facilities to ensure proper maintenance as well as compliance with discharge requirements. This is an entry-level position that provides training and development before obtaining a Grade I Plant Maintenance position. Position reports to Maintenance Supervisor.

11. Operations Supervisor

Provide supervision and direction to Treatment Plant Operators, Laboratory Technicians, and Maintenance and Equipment Worker(s) in the operation of wastewater facilities to ensure proper operation and compliance with discharge requirements, including reports, for the Victor Valley Wastewater Reclamation Authority (VWVRA). The position reports to the Plant Superintendent

12. Operator Grade I-V

Operates various treatment units, observes and reports process control information, recommends process control adjustments based on training and experience, and assists in the maintenance of wastewater treatment facilities, pump stations, and the collection system for the Victor Valley Wastewater Reclamation Authority (VWVRA). Position reports to the Operation Supervisor.

Authorized Representative

The Victor Valley Wastewater Reclamation Authority's authorized representative in all wastewater collection system matters is the Plant Superintendent, Business Applications Manager, and the General Manager. They all are authorized to certify electronic spill reports submitted to the SWRCB.

Responsibility for SSMP Implementation

The Business Applications Manager is responsible for implementing and maintaining all elements of this SSMP.

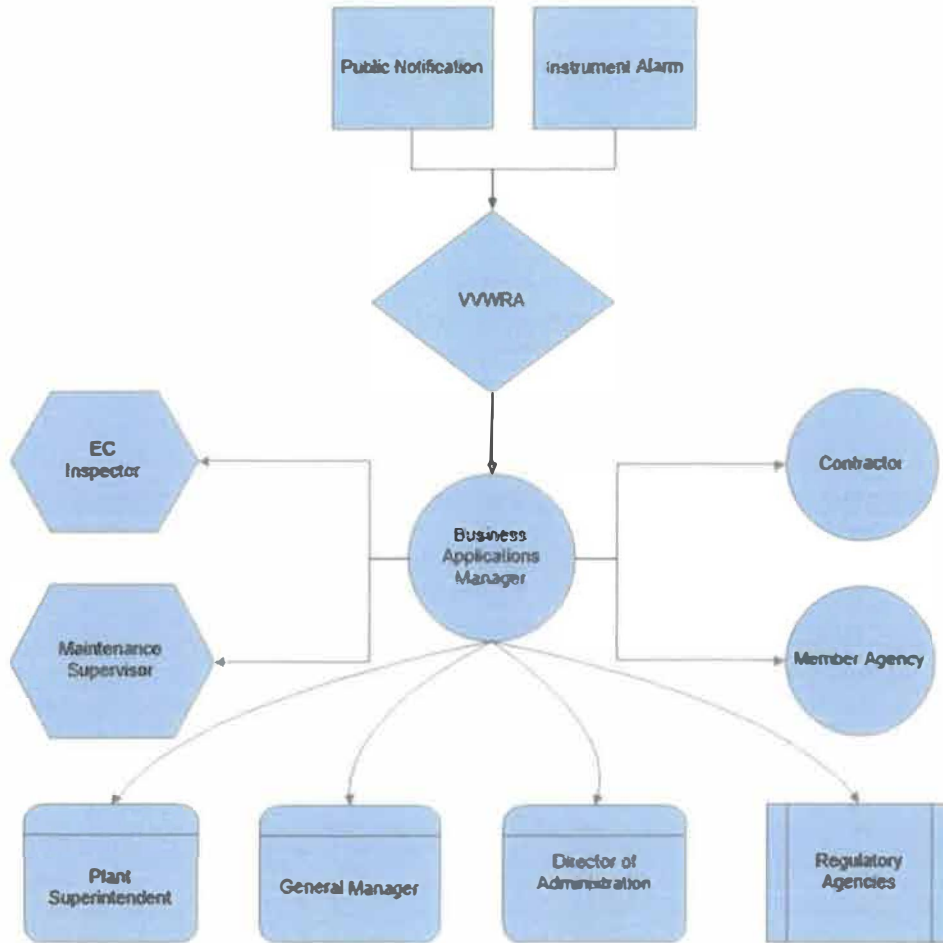
SSO Reporting Chain of Communication

Figure 2-2 contains a flowchart depicting the chain of communication for responding to and reporting SSOs, from observation of an SSO to reporting the SSO to the appropriate regulatory agencies. The table below lists contact phone numbers for the parties included in the chain of communication. The SSO reporting process is described in more detail in Element 3: Overflow Emergency Response Plan.

Contact	Telephone Number
VWVRA Plant	(760) 246-8638
Business Applications Manager	(760) 954-5083
Operations Supervisor	(760) 954-5006
Ops of the Day	(760) 954-1270
Plant Superintendent	(760) 553-0357
Maintenance Supervisor	(760) 954-5439
Environmental Compliance Inspector	(760) 954-3984

Stand-By Operator	(760) 954-0402
-------------------	----------------

Figure 2- 2



Element 3: Legal Authority

Requirements:

D.13.(iii) Legal Authority: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (a.) Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), stormwater, chemical dumping, unauthorized debris and cut roots, etc....).**
- (b.) Require that sewers and connections be properly designed and constructed.**
- (c.) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency.**
- (d.) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and**
- (e.) Enforce any violation of its sewer ordinances.**

VVWRA Response:

The Services Agreement, Joint Powers Agreement, and subsequent Sewer Use Ordinance 001 provide the legal authority needed to operate the sewer collection system. The collection system consists of the interceptor lines and appurtenant pumping and metering stations, which are owned and operated by VVWRA within the Victor Valley Wastewater Reclamation Authority Sphere of Influence. The member agencies contained in the Joint Powers Authority (JPA) and subject to these agreements and ordinances are the Town of Apple Valley, the City of Hesperia, County Service Area—Spring Valley Lake (CSA-64), County Service Area—Oro Grande (CSA 42) and the City of Victorville.

The collection system collects wastewater from member agency jurisdictions. The collection interceptors flow to Victor Valley Wastewater Reclamation Authority wastewater treatment plant located at 20111 Shay Road, Victorville, CA. The facility has the following permit numbers: NPDES No. CA0102822, Order No. R6V-2020-0028; and Waste Discharge ID No. 6B360109001.

Victor Valley Wastewater Reclamation Authority Sewer Use Ordinance 001, JPA, and NPDES Permit documentation can be found in a green notebook labeled “Legal Authority Documentation” located in the Control Room at the treatment facility in Victorville. Current versions of legal authority documents are also available online; the online records are updated regularly.

Section 4: Operation and Maintenance Program

Requirement (a):

D.13.(iv) Operation and Maintenance Program. The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities.

VVWRA Response:

Victor Valley Wastewater Reclamation Authority (VVWRA) maintains a Geographic information system (GIS) database system to catalog the sanitary sewer collection network. GIS is accessible from any device with internet access to all employees. Maps are also available upon request by contacting a supervisor, a manager, or through the Lab/Environmental Compliance department (EC).

In conjunction with and support of the mapping system, VVWRA maintains a database system to ensure that collection network information is accurately cataloged and stored. The EC department has organizational responsibility for the collection network database. Anyone with questions concerning database requirements should direct their inquiry to the EC supervisor. Presently, in compliance with Statewide General WDR Order No. 2006-003, VVWRA maintains specific database elements for the purpose of identifying collection network line segments and related details, manhole details, and other relevant facility details. The mapping - database specifics are as follows:

- Interceptor line segments are identified by "Pipe #" and are defined by diameter, manhole beginning, manhole end, length, and status of the segment, reach, area of service, whether the segment is blind to inspection and SSO ranking (Sanitary Sewer Overflow). Additional system details are identified and cataloged, such as pumping stations, pressure lines, valves, and meter stations.
- Manholes are identified by "Manhole #" and are defined by name, location, type, elevation, and any other special requirements (i.e., bolted, restricted/limited access, etc....).

Requirement (b)

Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.

VVWRA Response:

VVWRA maintains a scheduled preventative maintenance, repair, and cleaning database system. The purpose of this system is to facilitate as-required repairs and cleaning for the sanitary sewer collection network. In compliance with Statewide General WDR Order No. 2006-003, VVWRA maintains specific database elements for scheduled preventive maintenance, repair, and cleaning of the collection network. Scheduled preventive maintenance, repair, and cleaning - database specifics are as follows:

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- Scheduled preventive maintenance, repair, and cleaning needs are prioritized based on the age of line segment, criticality to the proper functioning of the collection network, known line requirements, and “at-risk” issues.
- The VVWRA scheduled preventative maintenance, repair, and cleaning database system captures the following details: last inspection date (visual and/or video), next projected inspection date based on a 5-year cycle, inspection comments, previous maintenance date and next projected maintenance date based on a 5-year cycle, last cleaning date and next projected cleaning date based on a 5-year cycle, detail of repair(s) and date performed, condition of the pipe, the severity of the damage, and mineral deposits/build-up.
- VVWRA utilizes the service of contractors for cleaning and inspection of its sanitary sewer collections network. The cleaning cycles are carried out on an established schedule, dictated by the VVWRA EC department.

Requirement (C)

Develop rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.

VVWRA Response

VVWRA employs a proactive approach to rehabilitation and replacement of its sanitary sewer collection network. In support of this, rehabilitation and replacement needs are captured via the preventative maintenance, repair, and cleaning database system. In compliance with Statewide General WDR Order No. 2006-003, VVWRA maintains specific database elements for the purpose of identifying and prioritizing rehabilitation and replacement needs with-in the collection system. Rehabilitation and replacement - database specifics are as follows:

- VVWRA utilizes the service of contractors, as well as its staff, to perform visual inspections of its sanitary sewer collections network. VVWRA requires that its visual inspection contractors provide detailed reports of their observations. When these “hard-copy” reports are received, they are maintained by the VVWRA EC department. In the case of VVWRA personnel, they are required to perform scheduled visual inspections on manhole/line junctions. Visual inspection data is used to aid VVWRA in identifying and prioritizing network deficiencies and “at-risk” issues. VVWRA supervisors, managers, and administrators can order that visual inspections be performed on an “At-will” or an “As-needed” basis.
- VVWRA utilizes the service of contractors to perform closed-circuit video inspections of its sanitary sewer collections network. VVWRA requires that its video inspection vendors provide detailed reports of their observations. When these reports are received, they are maintained by the VVWRA EC department. Video inspection data is used to aid VVWRA in identifying and prioritizing network

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deficiencies and “at-risk” issues. VVWRA supervisors, managers, and administrators can order that closed-circuit video inspections be performed on an “At-will” or an “As-needed” basis.

- Annually, based on several factors, primarily; organizational and facility objectives, known sanitary sewer collection system conditions (such as component age vs. lifecycle expectancy, etc.) and budget allocation VVWRA will draft a plan for short-term and long-term rehabilitation and replacement of the sanitary sewer collection network.

Requirement (d)

Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained; and

VVWRA Response

Refer to the “VVWRA Overflow Emergency Response Plan” for training information

Requirement (e)

Provide equipment and replacement part inventories, including identification of critical replacement parts

VVWRA Response

Refer to the “VVWRA Overflow Emergency Response Plan” for equipment lists and parts

Section 5: Design and Performance provisions

Requirement:

The SSMP must identify design and construction standards and specifications as well as inspection procedures and standards for the installation of new sanitary sewer systems, pump stations and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer systems.

VVWRA Response

Victor Valley Wastewater Reclamation Authority (VVWRA), has developed design and construction standards, including specifications for the installation of new sanitary sewer systems, pump stations, and other appurtenances. The design and construction standards also include directions for the rehabilitation and repair of existing sanitary sew systems. A copy of the “Standard Specifications for Public Works Construction,” with extension and revisions, is on file at the VVWRA office (per Ordinance 001, section 06-01). The Standards are also available on the VVWRA website at www.vvwra.com

Section 6: Overflow Emergency Response Plan

Requirement:

(vi) Develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a.) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.**
- (b.) A program to ensure an appropriate response to all overflows.**
- (c.) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.**
- (d.) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained.**
- (e.) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and**
- (f.) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.**

VWVRA Response:

Overflow Emergency Response Plan

1. Introduction

This Sewer System Management Plan (SSMP) element identifies the contingency plan and procedures for responding to an overflow event occurring on the Victor Valley Wastewater Reclamation Authority's interceptor collection system

2. Overflow detection

Detection of a sanitary sewer overflow (SSO) may occur in numerous ways:

- a. If an outside party calls in to report an SSO, the VWVRA telephone operator immediately informs the Business Applications Manager and the Plant Superintendent.
- b. If the collection's department personnel discover an SSO while conducting field observation rounds, then the collection department personnel immediately calls the Business Applications Manager and the Plant Superintendent to relay the necessary information regarding the nature of the event.
- c. If the Wastewater Treatment Plant operations staff determines the flows are severely abnormal, high, or low, then the Business Applications Manager and the Plant Superintendent are to be

notified immediately. After notification, they will begin an investigation as to the integrity of the collection system.

3. Initial response

a. If the SSO is identified to include a plugged line involving a single manhole or less than 1000' of interceptor pipeline (less than four (4) manholes):

1. The member agency where the SSO is occurring will be contacted for assistance.

Member agencies emergency contact information is as follow:

County Service Areas 42 & 64 Special Districts	(760) 955-9885
Town of Apple Valley	(760) 240-7000 Ext 7500
City of Victorville	(760) 241-6365
City of Hesperia	(760) 947-1400

2. Eliminating the SSO is the first priority.

3. The containment of the sewage outside of the interceptor is imperative and is to be a high priority.

4. Notification of regulatory agencies is to be conducted on time, per requirements in the SSS WDR MRP.

b. If the SSO involves damage to an interceptor pipeline and a by-pass is necessary:

1. By-pass action is to be administered, as soon as conditions safely allow, using VVWRA's personnel and the member agency where the damaged pipeline occurs.

2. Place appropriate pumps and hoses to keep sewage in the interceptor. If additional pumps and piping or hoses are required to conduct a by-pass, a list of equipment rental companies and contractors to contact information is as follow:

Equipment Rental	Rain for rent	(800) 742.7246
Equipment Rental	Xylem Dewatering Solutions Mira Loma	(951) 681-3636
Equipment Rental	Apex Rentals Hesperia	(760) 244-9349
Equipment Rental	Quinn Company - Rental Victorville	(760) 947-0967
Contractor	Apple Valley Construction Company	(760) 247-4810
Contractor	Christensen Brothers General Engineering	(760) 240-5236
Contractor	Lee Graham Equipment	(760) 245-7695

3. Perform repairs to the damaged interceptor as soon as conditions safely allow and as resources are available.

4. If engineering consultation is necessary, a list of engineering firms is as follow:

Carollo Engineers-Riverside	(951) 776-3955
Dudek -Encinitas	(760) 942-5147
Michael Baker International-Ontario	(909) 974-4900

4. Recovery and clean-up (mitigation)

a. If the SSO occurs during dry weather conditions:

1. First, secure the SSO site by eliminating the overflow.
2. Contain sewage on the ground using a manmade berm if applicable.
3. Vactor the sewage and pump back into the sewer.
4. Collect a wastewater sample if available.
5. Spread dry HTH to cover the overflow area.

b. If the SSO occurs during wet weather conditions:

1. First, secure the SSO site by eliminating the overflow.

2. Contain sewage on the ground using a manmade berm if applicable.
 3. Vactor the sewage and pump back into the sewer.
 4. Collect a wastewater sample if possible.
 5. Spread dry HTH to cover the overflow area.
5. **Public access and warning**
 - a. Place notification placards at the site for the public to stay out of the area.
 - b. Mark affected area with caution tape, traffic cones, or other applicable means.
 - c. Limit public access to affected areas.
 6. **Water quality sampling and analysis**

The Water Quality Monitoring Plan will be implemented immediately upon discovery of any Category 1 SSO of 50,000 gallons or more to assess potential impacts to surface waters.

Sample Collection Timing

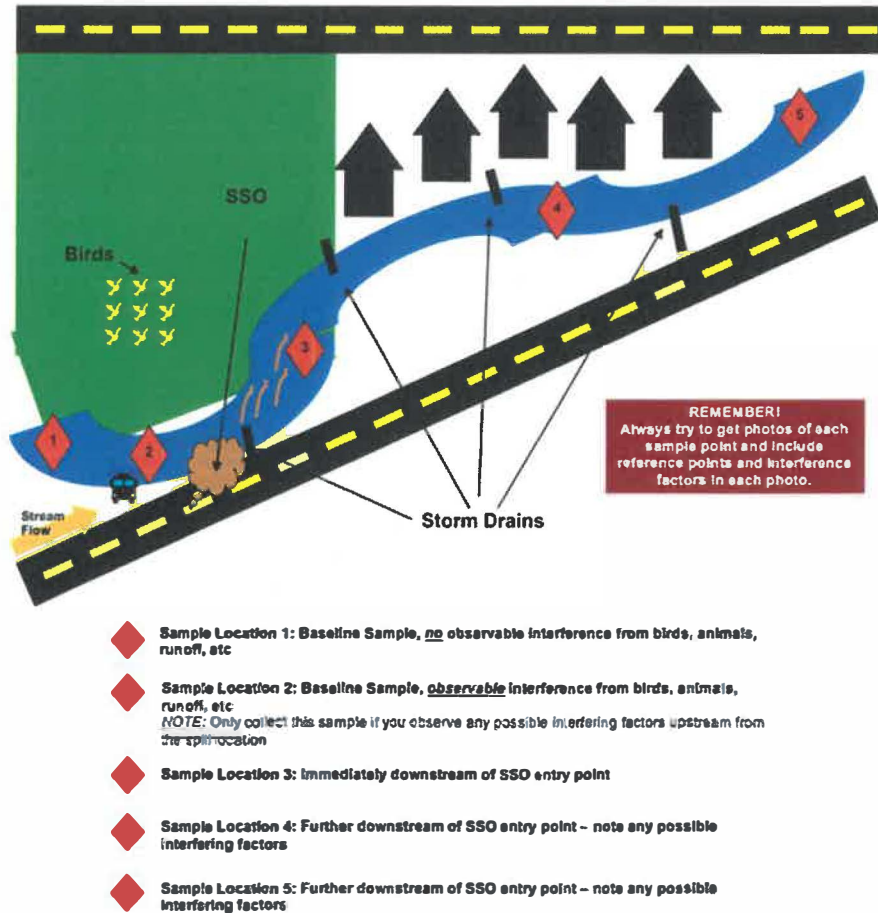
The Plant Superintendent or their designee will determine when the field crew will be mobilized to sample the receiving water. Sampling must be conducted within 48 hours after initial Category 1 SSO and spill volume notification. The monitoring coordinator will target daylight sampling within the first 24 hours of the SSO notification, but sample timing may be shifted due to safety and logistical issues.

Sampling will not be conducted if there are any concerns regarding field crew safety. These concerns may include heavy rain events, which compromise access points through flooding and swift currents. Thunderstorms will also be avoided when lightning is occurring. Sampling will only be conducted if there are at least two members of the field crew team available.

Repeat sampling daily from the time the spill is known until the results of two consecutive sets of samples indicate the return to the normal level or cessation of monitoring is authorized by the County Environmental Health Department.

Sampling Locations

The Plant Superintendent or their designee is responsible for determining the sampling locations. Ideally, the 5 locations in the figure below will be sampled. This example is provided for illustrative purposes only. Each sampling event is based on the geography, drainage, and interference factors (i.e., birds, animals, runoff, etc.) of the area impacted.



At a minimum, sampling will occur where

- a) The SSO enters the surface water body,
- b) 50 feet upstream of the entry point, and
- c) 10 feet downstream of the entry point.

Upon arrival at the monitoring sites, the field crew will determine the best locations to sample by assessing the hydrology of the receiving water and any safety precautions. The field crew should look for locations where the receiving water can easily be entered or sampled mid-channel by a grab pole. The downstream location(s) will be determined from visual monitoring and estimated spill travel time.

Equipment Preparation

The field crew maintains a sampling kit with the necessary supplies to conduct a monitoring event. Below is a list of the equipment and supplies that are included in the sampling kit.

- Cooler w/ice pack
- Latex gloves
- Safety glasses
- 2 ammonia-nitrogen sample bottles (1pt bottle w/H₂SO₄)
- 20 Sample bottle labels

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- Waterproof Pen (i.e. Sharpie®)
- 10 Enterococcus sample bottles (100ml sterilized bottle)
- Combination temperature/pH meter
- Extra batteries for temperature/pH meter
- Chain of Custody form

Sampling Containers

The Field Crew will be provided with a supply of sampling bottles for at least three events. Additional bottles can be provided by the Regional Plant laboratory as needed. Bottles need to be replaced if they are unused for six months. The table below notes the required bottle types, sample volumes, and preservatives for the required ammonia and enterococcus samples.

Constituents to be Analyzed, Sample Volume Required, and Sample Type

Constituent	Optimum Vol.	Min. Vol.	Collection Method	Bottle Type	Preservation
Ammonia (NH ₃)	500 mL	200 mL	Direct Fill	500 mL Plastic	H ₂ SO ₄ , <6° C
Fecal Coliform	100 mL	100 mL	Direct Fill	100 mL Sterile Plastic	Na ₂ S ₂ O ₃ , <10°C
Total Coliform	100 mL	100 mL	Direct Fill	100 mL Sterile Plastic	Na ₂ S ₂ O ₃ , <10°C

Field Meter Calibration

All field meters will be appropriately calibrated and maintained by the Field Crew. Calibrations will be performed according to the methods and frequency recommended by the equipment manufacturer. When calibrating the instruments, the Field Crew will document all pertinent information in a Calibration Log included in the Field Sampling Kit and keep it with the rest of the project documentation.

Sewer Overflow Volume Estimation

VWRA uses the SMART Sewer Overflow Volume Estimation Workbook and the Volume Estimation Calculators for Smart SOP by <https://www.dkfsolutions.com/> to estimate all Sanitary sewer overflows.

Sample Collection Methods

Sample collection methods will vary depending on the surface water and the safety of the Field Crew. The following instructions should be taken into consideration by Field Crew:

- Collect all samples against the direction of the water flow (face upstream)
- Collect upstream sample first
- Collect samples well away from the bank (preferably where water is visibly flowing) and 6" below the surface
- Avoid sampling debris or scum layer from the surface
- Avoid disturbing sediment from the streambed, and do not include it in the sample bottle
- Photograph evidence of water quality impacts (debris, dead fish, etc.)
- Remove the sample bottle cap immediately before collecting each sample
- Do not allow inside of the sample bottle cap to touch anything
- Clean, powder-free, nitrile gloves will be worn for all bottle handling

- Samples should be placed on ice immediately after the sample is collected

The direct fill sample collection method is the preferred sampling method since it does not use an intermediate container. In cases where the direct fill method cannot be used due to accessibility or safety, an intermediate bottle and a grab pole can be used.

Direct Fill Sample Collection

The direct fill sample collection method will be used in cases where the surface water can be entered safely by the Field Crew. Field Crew will wear waders and ensure that the water level and velocity of the surface water are low enough to provide a safe entry and sampling environment.

Sample bottles will be filled by direct submersion to approximately mid-depth as follows.

- Wade to approximately the area of the water body with the highest flow rate and face upstream. This will most likely be midstream but can be in a different portion of the stream, depending on the hydrology.
- Submerge the sample bottle with its cap on to approximately mid-depth at a location of significant flow (avoid stagnant water). Hold the bottle upright under the surface while it is still capped.
- Open the lid carefully just a little to let the water run in. Fill the bottle and screw the cap tightly while the bottle is still underneath the surface.
- Remove the bottle from the stream and place it on ice.

Intermediate Container Sample Collection

If the flow, water level and/or access point are deemed unsafe, then an intermediate bottle attached to a grab pole will be used for sample collection. A clean, new intermediate bottle will be used for each sampling event and sampling site.

Ammonia and bacteriological sample bottles will be filled by intermediate container sample collection as follows:

- Attach the intermediate bottle to an expandable pole using tape or cable ties and remove the lid.
- Submerge the intermediate bottle, attached to an expandable pole, to approximately mid-depth at a location of significant flow (avoid stagnant water).
- Remove bottle from water and empty contents downstream. Repeat this twice more, for a total of three rinses.
- Once the intermediate bottle is properly rinsed, return it to approximately mid-depth at a location of significant flow (avoid stagnant water).
- Using the intermediate bottle, fill the bacteriological sample container and then the ammonia bottle. Ensure that the bottle does not overflow and that the preservative stays in the sample container.
- After the bottle is filled, replace the bottle lid, and place it on ice.

Sample Handling and Custody

The Field Crew will ensure that all samples are collected and submitted to the Regional Plant Laboratory as soon as possible, but no later than the maximum hold times listed below. If timing or logistics prevent a hold time being met, the Field Crew will contact the Plant Superintendent or their designee.

Constituent Hold Times and Analytical Methods

Constituent	Analytical Method ¹	Maximum Hold Times
Ammonia (NH ₃)	SM 4500-NH3-G	28 days
Fecal Coliform	SM 9222D	8 hours
Total Coliform	EPA 1604 or Enterolert	8 hours

Sample Bottle Labels

The Field Crew will label all sample bottles with a waterproof label, which will contain the sample collection date and time, analyte, analysis method, station number and name, and Field Crew names. The station identification protocols are below.

Site Names for Sample Handling

Station Number	Station Name
US-001	Surface Water Upstream
ENTRY	Surface Water Point of Entry
DS-001	Surface Water Downstream
DS-XXX ¹	Surface Water Downstream XXX ¹

Additional downstream monitoring sites will be labeled in sequential order starting from the SSO surface water point of entry.

Example Sample Bottle Label

VVWRA Station Number - ____ Station Name - ____ Analyte – Analysis Method _____ Date & Time: _____ Collected by: _____

Transport

All samples will be kept on ice from the time of collection to the time of receipt by laboratory personnel. All samples must be analyzed within maximum holding times.

Chain of Custody Form

Chain-of-Custody Record Form (COC) forms will be filled out by the Field Crew for all samples submitted to the laboratories. COCs will contain the following information:

- Sampler name
- Address (where the results will be sent)
- To whom the laboratory results are being sent
- Sample collection date and time

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- Sample location
- Analysis method requested
- Sample container type
- Comments/special instructions
- Samples relinquished by (signature, print name, date)
- Samples received by (signature, print name, date)

7. Investigation and document

- a. Determine the cause of SSO
- b. Investigate to determine the cause of SSO.
- c. Document findings of the investigation on the SSO Incident Report Form.
- d. Determine what, if any, necessary repairs are needed.
- e. Budget and schedule repairs, if required.

8. Regulatory notification and reporting

In accordance with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS WDRs), VVWRA maintains records for each sanitary sewer overflow. Records include:

- Documentation of response steps and/or remedial actions
- Photographic evidence to document the extent of the SSO, field crew response operations, and site conditions after field crew SSO response operations have been completed. The date, time, location, and direction of photographs taken will be documented.
- Documentation of how any estimations of the volume of discharged and/or recovered overflow were calculated

Notification and Reporting Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	Within 2 hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.	Call Cal OES at: (800) 852-7550
REPORTING	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit a certified report within 30 	Enter data into the CIWQS Online SSO Database ¹ (http://ciwqs.waterboards.ca.gov/), certified by the Legally Responsible Official(s) ² .

¹ In the event that the CIWQS database is not available, VVWRA will notify SWRCB by phone and will fax or e-mail all required information to the RWQCB office in accordance with the time schedules identified above. In such an event, VVWRA will submit the appropriate reports using the CIWQS database when it becomes available. A copy of all documents shall be retained in the SSO file.

² VVWRA always has at least one LRO. Any change in the LRO(s) including deactivation or a change to contact information, will be submitted to the SWRCB within 30 days of the change by calling (866) 792-4977 or emailing

help@ciwqs.waterboards.ca.gov

	<p>calendar days of the end of month in which SSO the occurred.</p> <ul style="list-style-type: none"> • “No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months 	
WATER QUALITY MONITORING	VVWRA will conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	Water quality results will be uploaded into CIWQS.
RECORD KEEPING	<ul style="list-style-type: none"> • SSO event records. • Records documenting SSMP implementation and changes/updates to the SSMP. • Documentation of Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

Equipment

- a. Magnum trailer mount generator: Capacity 100KW - 3 ph.
- b. 8" CD200M Dri-prime Godwin trailer mount pump: Capacity 165 TDH – 1800 gpm.
- c. 2@ 6" PT6 Wacker trailer mount pump: Capacity 100TDH – 1300 gpm.
- d. 3@ 10"X8" HL8BS Godwin trailer mount pump: Capacity 325 TDH – 4000 gpm.
- e. Hose reel trailer: Capacity 10 Hoses @ 300ft long.
- f. 3" portable PT3 Wacker pump: Capacity 96 TDH – 400 gpm.
- g. Ford F-800/Asher boom truck: 11.25 ton lifting capacity with a 60ft radius.
- h. 185 Ingersoll-Rand air compressor: Capacity 185 cfm and 125 psi.
- i. 2@ Genie TML – 4000N trailer mount light towers.
- j. Traffic Control Trailer
- k. Confined Space Entry Trailer

Training

Training is conducted through the Victor Valley Wastewater Reclamation Authority’s Environmental Health and Safety Department (EH&S). The Safety Procedure is identified as SP-000.3 and is labeled as the Annual Safety Program. It can be found in a large three (3) ring binder and located in the EH&S office at the WWTP located at 20111 Shay Road, Victorville, CA. The safety program consists of SP-101 Injury, Illness, & Prevention Plan (IIPP) Title 8 California Code of Regulations Section 3203, Title 22 California Code of Regulations Division 4.5, and 49 Code of Federal Regulations.

Section 7: Fats, Oils, and Grease (FOG) Control Program

Requirement:

(vii) Evaluate the service area to determine whether a FOG control program is needed. If a FOG program is not needed, provide justification for why it is not needed. If FOG is found to be a problem, prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following:

- (a.) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG.
- (b.) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area.
- (c.) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.
- (d.) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.
- (e.) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance.
- (f.) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (g.) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

VVWRA Response:

Victor Valley Wastewater Reclamation Authority's (VVWRA) sewer interceptor collection system comprises of approximately forty (45) miles of pipeline. The diameters of the pipelines range from 12 to 42 inches. Historically, there have been zero sanitary sewer overflows (SSOs) that have been attributed to fats, oils and/or grease.

VVWRA is a joint powers authority and is comprised of the town of Apple Valley, the City of Hesperia, the City of Victorville and two County Service Areas (CSA) 64 Spring Valley Lake and CSA 42 Oro Grande. Each member agency is responsible for their separate collection systems and Sewer System Management Plan (SSMP) as required by the State of California.

Victor Valley Wastewater Reclamation Authority assessed the collection system to determine the necessity of implementing a FOG program and determined that, at this time, it would be unnecessary based upon the following self-assessment guidelines:

- VVWRA has not experienced any SSOs that were attributed to FOG
- VVWRA has very few direct connections to commercial, food service, institutional and industrial establishments—these facilities typically connect to VVWRA's member entity collection systems
- VVWRA's sewer use ordinance (SUO) 001 contains FOG prohibitions. Also, it requires that Member Agencies prevent the discharge of excessive quantities of grease and oil into their

tributary sewerage systems by requiring all restaurants to properly install and maintain appropriately designed and effective grease traps.

- Although VVWRA does not implement a full FOG Control Program, Class III (Non-Significant Industrial User) permits are being issued to restaurants and other food processing facilities.
- VVWRA accepts restaurants' grease interceptor pumped waste at its main WWTP. This service reduces the amount of grease disposed of in the collection system.
- VVWRA does have a Public Outreach Program through its website, treatment plant tours, and publicized Board of Commissioner's meetings held each month

Based on these findings, the Victor Valley Wastewater Reclamation Authority does not require a separate FOG Control Program. An annual evaluation of the need to initiate a FOG Control Plan is conducted each year.

Section 8: System Evaluation and Capacity Assurance Plan

Requirement:

(viii) System Evaluation and Capacity Assurance Plan. The Enrollee shall prepare and implement a capital improvement plan that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- 11 Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with the overflow events.

In 2019, the VVWRA completed an Interceptor Capacity Study. The study was specifically developed to satisfy the System Evaluation, and Capacity Assurance Program (SECAP) requirements in the SSMP as well as provide data and assessments that supplement the Operation and Maintenance Plan and Monitoring, Measurement, and Modification Plan (Element 9 of the SSMP). The study included the following primary objectives:

- 1 Creation of a new interceptor system hydraulic model calibrated to the latest metered flow data.
- 2 Determine the flow in the Interceptor system, by reach, for average dry weather flow (ADWF), peak dry weather flow (PDWF), and peak wet weather flow (PWWF).
- 3 Determine allocations of flow, by member agency, under ADWF.
- 4 Update the model with past improvements and future projected improvements, as well as seek to identify opportunities to improve capacity and O&M efficiency.

The study estimated current and projected interceptor capacity and also provided recommended improvements to address future capacity needs and cost estimates along with construction schedules for these recommendations.

The following conclusions and recommendations were derived from this study:

- The sub-regional water reclamation plants (WRP) in the Town of Apple Valley and the City of Hesperia will significantly improve available capacity in the Interceptor System.
- With the sub-regional WRP's, the first-pass evaluation of recommended improvements included three projects replacing five interceptor pipeline segments (in parallel) with an estimated total project cost of \$10.3M.
- Analysis of the hydraulic capacity of the system under a larger (10-year) storm event would be useful in better assessing system capacity deficiencies.
- The Oro Grande and Victorville pump stations are adequately sized to handle existing PWWFs.
- The Authority's O&M activities appear to be adequate in reducing and minimizing SSOs.

The 2019 capacity study report is available online at www.vvwra.com

Section 9: Monitoring, Measurements, and Program Modifications

Requirement:

(ix) Monitoring & Program Modification. The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- (a.) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities.

VVWRA Response:

VVWRA maintains an Interceptor database system on physical characteristics such as diameter, material, age, etc. for each collection system element (sewer lines, manholes, pump stations, etc.). The database also tracks scheduled preventive maintenance, repairs, and cleaning activities. VVWRA uses this information to create reports and to prioritize SSMP activities.

Requirement:

(ix), (b); Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP.

VVWRA Response:

VVWRA measures the effectiveness of each element of the SSMP as needed and, at minimum, at 2-year intervals, at the time of the SSMP Internal Audit required by Element 10.

Requirement:

(ix), (c) Assess the success of the preventive maintenance program.

VVWRA Response:

VVWRA employs a proactive approach to rehabilitation and replacement of its sanitary sewer collection network. In support of this, rehabilitation and replacement needs are captured via the preventive maintenance, repair, and cleaning database system. In compliance with Statewide General WDR Order No. 2006-003, VVWRA maintains specific database elements to identify and prioritize rehabilitation and replacement needs within the collection system.

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Database specifics are as follows: last inspection date and next projected inspection date based on a 5-year cycle, inspection comments, last maintenance date and next projected maintenance date based on a 5-year cycle, last cleaning date and next projected cleaning date based on a 5-year cycle, detail of repair(s) and date performed, condition of the pipe, the severity of the damage, and mineral deposits/build-up.

VWRA utilizes the service of contractors for cleaning and CCTV inspection of its sanitary sewer collections network. The cleaning cycles are carried out on an established schedule, dictated by the VVWRA Environmental Compliance department.

Scheduled preventative maintenance, repair, and cleaning needs are prioritized based on the age of line segment, criticality to the proper functioning of the collection network, known line requirements, and “at-risk” issues.

Requirement:

(ix), (d) Update program elements, as appropriate, based on monitoring or performance evaluations.

VWRA Response:

VWRA updates SSMP program elements as needed and, at minimum 2-year intervals, at the time of the SSMP Internal Audit required by Element 10.

Requirement:

(ix), (e) Identify and illustrate SSO trends, including frequency, location, and volume.

VWRA Response:

VWRA evaluates SSO trends at the time of the SSMP Internal Audit required by Element 10.

Section 10: SSMP Program Audits

Requirement:

(x) Program Audits. The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee’s system:

As a part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSO’s. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee’s compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

VWRA Response:

VWRA’s Program Audit Plan occurs every two years, at a minimum. An audit report is prepared and kept on file. The audits focus on evaluating the effectiveness of the SSMP elements as required and identified in this subsection (D.13). Any deficiencies found during the audit are addressed and corrected.

Section 11: Communication Program (Outreach)

Requirement:

(xi) Communication. The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee’s system:

The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

VVWRA Response:

Victor Valley Wastewater Reclamation Authority (VVWRA) interacts on a continuous cooperative basis with its member agencies whose local collection systems connect to the VVWRA interceptors. These member agencies comprise all the significant stakeholders who have an interest in the development of VVWRA’s SSMP. Member agencies are listed as follows: The Town of Apple Valley, The City of Hesperia, The City of Victorville and San Bernardino County Service Areas #42 and #64

Connections between the member agency local systems and VVWRA interceptors are very limited in number, varying among the systems. The staff of each agency is familiar with the locations and characteristics of each connection. In the event of a situation that needs immediate attention, personnel has historically responded with an appropriate level of action regardless of which side of the connection the problem is on. If the problem involves another agency, they are notified, and both agencies will work cooperatively until the situation is stable.

SSMP Appendices

Requirement:

The September 9, 2013 MRP revisions require an Enrollee to provide a log of all changes made to the SSMP as stated below in Section 3.5.1.

VVWRA Response:

VVWRA’s Sewer System Management Plan Change Log:

Date	SSMP Element/Section	Description of Change/Revision Made	Change Authorized By



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

TO: VVWRA Board of Commissioners
FROM: Darron Poulsen, General Manager
SUBMITTED BY: Robert Coromina, Director of Administration
DATE: July 16, 2020
SUBJECT: Recommendation to approve Enterprise Fleet Management Program

<input checked="" type="checkbox"/> For Action	<input checked="" type="checkbox"/> Fiscal Impact	\$ \$99,516.80
<input type="checkbox"/> Information Only	<input type="checkbox"/> Account Code:	Capital Project
	<input checked="" type="checkbox"/> Funds Budgeted/Approved	

STAFF RECOMMENDATION

It is recommended that the Board of Commissioners approve the General Manager to enter into agreements with the Enterprise Fleet Management Program and corresponding managed vehicle replacement program upon approval of the agreement by the VVWRA Attorneys.

PREVIOUS ACTION(S)

There has been no previous action to replace aging vehicles for the agency in the past decade

BACKGROUND INFORMATION

Currently, VVWRA is operating with a fleet of 13 vehicles which have not been replaced in over 10 years. These vehicles are breaking down more frequently every year and as such, have increased maintenance cost each year. We are at a point now where VVWRA needs to resplace this aged fleet while at the same time keeping expenditures to a minimum. In order to accomplish this we have analized several different options from buying to leasing vehicles.

Buying a new fleet is not a viable option as budgetary concerns would only allow VVWRA to purchase one to two vehicles per fiscal year. This would take 10 years to resplace the existing fleet.

Leasing has been identified as the option that will best fit VVWRA’s needs buy allowing us to implement a fleet replacement schedule that offers an immediate impact and sustainable savings in the long run, as detailed in the fleet Enterprise fleet synopsis, (Exhibit 01) . Per VVWRA’s purchasing policies vendors that have gone through governmental approved methods to assure lowest possible pricing can be used without soliciting multiple bids. The Enterprise Fleet Management program has met these requirements and VVWRA can be assured we are receiving the best possible governmental rates on vehicles.

By outsourcing the replacement and maintenance of the small VVWRA fleet of vehicles the Authority will realize savings in a number of areas. These savings will be realized in the following areas:

- Utilizing an open-end lease, (Exhibit 02) as a funding mechanism, allowing the authority to acquire additional vehicles while avoiding a large capital budget outlay.
- The Enterprise Fleet Management program covers all necessary regular maintenance, (Exhibit 03), and fuel cost reducing budgeted costs of \$50,000 per year that VVWRA has been spending for the last few years.
- A newer fleet of vehicles will result in vehicles with better fuel efficiency and will lower fuel costs.
- By replacing aged vehicles with newer models we will experience less breakdowns and staff time lost to repairing or waiting for vehicles to be repaired will be lessened.
- Maintenance and repairs will be outsourced to local businesses to further stimulate economic growth and the integration of more fuel efficient vehicles will reduce carbon footprint.
- VVWRA staff will realize significant time savings by not having to, maintain or repair broken vehicles, develop specifications for new vehicles, write and manage requests for proposals for new vehicles, or deal with the disposal of surplus vehicles.
- The program will establish a proactive replacement plan that maximizes potential equity at time of resale, reduces operational expenses, lessens staff time in maintaining a fleet and increases safety.

It is for all of the reasons stated above that staff that the Board of Commissioners approve the General Manager to enter into an agreement (Exhibit 02) with the Enterprise Fleet Management Program and corresponding managed vehicle replacement program upon approval of the contract by the VVWRA Attorneys.

Attachment(s):

Exhibit 01 – Enterprise Fleet Synopsis Victor Valley Wastewater Reclamation Authority

Exhibit 02 – Enterprise Fleet Management Agreement

Exhibit 03 – Enterprise Maintenance Agreement

EXHIBIT 1



FLEET MANAGEMENT

FLEET SYNOPSIS | VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY



Victor Valley Wastewater Reclamation Authority
20111 Shay Road
Victorville, CA 92394

Enterprise Fleet Management, Inc.

600 Corporate Park Drive
St. Louis, MO 63105
314-512-5000 Main
314-518-5583 Fax

Nathan Collier

Sr. Account Executive
10401 Centrepark Drive #200
Houston, TX 77043
713-300-7449 Office



FLEET MANAGEMENT

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FLEET SYNOPSIS | VVWRA

Impact of Partnership

BACKGROUND

Location: Victorville, CA

Industry: Government

Total Vehicles: 13

THE SITUATION

Victor Valley Wastewater Reclamation Authority is looking for a solution to better manage its aging fleet.

- 85% of the current fleet is over 10 years old.
- Older vehicles have higher fuel costs, maintenance costs, and tend to be unreliable.
- In need of a fleet replacement schedule that offers an immediate impact and sustainable savings in the long run

THE OBJECTIVES

Enterprise Fleet Management's proposal is to save resources and budget dollars through a managed vehicle program.

- Utilize an open-end lease* as a funding mechanism, allowing the authority to acquire additional vehicles while avoiding a large capital budget outlay.
- Replace aged vehicles with newer models to increase fuel efficiency and reduce maintenance expense. Maintenance and repairs will be outsourced to local businesses to further stimulate economic growth and the integration of more fuel efficient vehicles will reduce carbon footprint.
- Establish a proactive replacement plan that maximizes potential equity at time of resale, reduces operational expenses, and increases safety.

*An open-end lease means there are no early termination, mileage, or abnormal wear and tear penalties. Leases are written to a residual balance to preserve cash flow. The authority receives flexibility of ownership, as well as net equity from sale at time of disposal.

CLIENT TESTIMONIAL

"For the past 4 years, the Enterprise Account Team has helped us with every aspect of our fleet, including, leasing, renting as needed, subrogation, maintenance, repairs, annual reviews of service and mileage patterns. They are an invaluable partner to our organization and consistently provide us with exceptional customer service."

– Karen A. Ramirez, Community Development Commission, Community Development Commission of the County of Los Angeles

THE RESULTS

By partnering with Enterprise Fleet Management, Victor Valley Wastewater Reclamation Authority will reduce fuel costs and maintenance expenses by replacing outdated vehicles with new units. Furthermore, VVWRA will leverage Enterprises Fleet Management's ability to sell vehicles at an average of 113.5% above Black Book values. By shifting from reactively replacing inoperable vehicles to planning vehicle purchases, VVWRA will be able to replace all of its vehicles in 1 year. While saving \$127,958 over an 10 year span with an average sustainable annual savings of \$11,496.

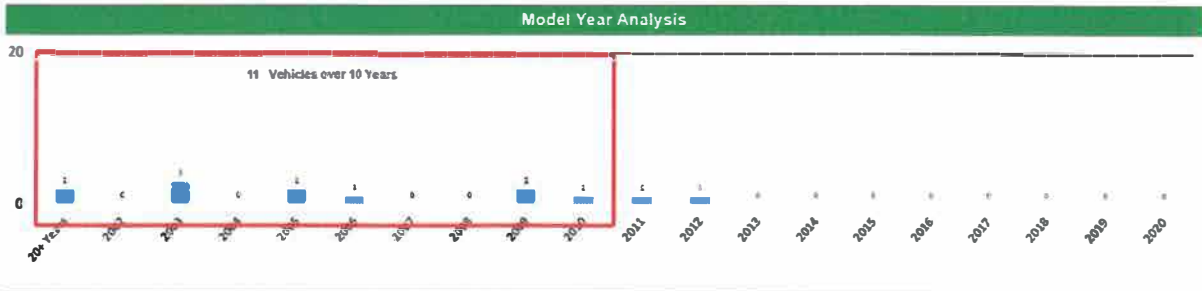
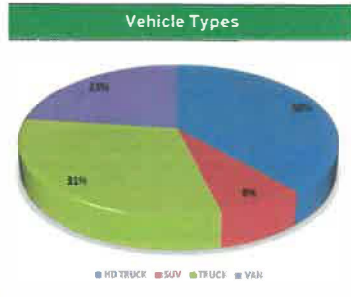
Nathan Collier | (713) 300-7449 | Nathan.J.Collier@efleets.com



SUPPORTING EVIDENCE | VVWRA

Victor Valley Wastewater Reclamation Authority - Fleet Profile

Fleet Profile				Fleet Replacement Schedule						Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2020	2021	2022	2023	2024	Under-Utilized	
Minivan-Passenger	1	17.4	4,800	1	0	0	0	0	0	* Fiscal Year 2020 = 6 years old and older, or odometer over 60,000 * Fiscal Year 2021 = 5 years old and older, or odometer over 50,000 * Fiscal Year 2022 = 4 years old and older, or odometer over 40,000 * Fiscal Year 2023 = 3 years old and older, or odometer over 30,000 * Fiscal Year 2024 = Remaining Vehicles * Under-Utilized = Annual Mileage is no less than 2,500
Full-size Van-Passenger	1	11.3	6,400	1	0	0	0	0	0	
1/2 Ton Van Cargo	1	11.3	7,000	1	0	0	0	0	0	
Mid Size SUV 4x4	1	14.3	12,800	1	0	0	0	0	0	
Compact Pickup Ext 4x4	1	10.3	6,300	1	0	0	0	0	0	
1/2 Ton Pickup Reg 4x2	1	8.3	10,700	1	0	0	0	0	0	
1/2 Ton Pickup Reg 4x4	1	19.4	7,900	1	0	0	0	0	0	
1/2 Ton Pickup Quad 4x2	1	15.4	8,600	1	0	0	0	0	0	
3/4 Ton Pickup Reg 4x4	4	15.9	7,400	4	0	0	0	0	0	
1 Ton Pickup Quad 4x4	1	15.4	6,000	1	0	0	0	0	0	
Totals/Averages	13	14.4	7,900	13	0	0	0	0	0	



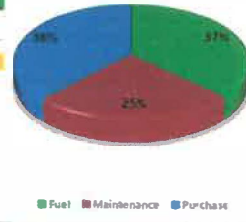
Confidential 4/20/2020 Enterprise FLEET MANAGEMENT

Victor Valley Wastewater Reclamation Authority - Fleet Planning Analysis

Current Fleet	13	Fleet Growth	0.00%	Proposed Fleet	13
Current Cycle	13.00	Annual Miles	7,900	Proposed Cycle	5.00
Current Maint.	\$125.00			Proposed Maint.	\$36.98
Maint. Costs Per Mile	\$0.17	Current MPG	10	Price/Gallon	\$2.75

Fleet Costs Analysis

Fiscal Year	Fleet Mix				Fleet Cost						Annual Net Cash	
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel		Fleet Budget
Average	13	1.0	15	0	29,027	0	0	0	19,500	21,241	74,769	9
'20	13	13	0	13	0	76,696	-13,000	0	6,081	16,613	66,391	-9,621
'21	13	0	0	13	0	76,696	0	0	6,081	16,613	99,391	-22,621
'22	13	0	0	13	0	76,696	0	0	6,081	16,613	99,391	-22,622
'23	13	0	0	13	0	76,696	0	0	6,081	16,613	99,391	-22,622
'24	13	0	0	13	0	76,696	0	-170,586	6,081	16,613	-71,156	147,965
'25	13	13	0	13	0	76,696	0	0	6,081	16,613	99,391	-22,622
'26	13	0	0	13	0	76,696	0	0	6,081	16,613	99,391	-22,622
'27	13	0	0	13	0	76,696	0	0	6,081	16,613	99,391	-22,622
'28	13	0	0	13	0	76,696	0	0	6,081	16,613	99,391	-22,622
'29	13	0	0	13	0	76,696	0	-170,586	6,081	16,613	-71,156	147,965
10 Year Savings											\$127,958	Avg. Sustainable Savings \$11,486



YEAR	2020	2021	2022	2023	2024	Under-Utilized
QTY	13	0	0	0	0	0
Est \$	\$1,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$13,000	\$0	\$0	\$0	\$0	\$0
Estimated Current Fleet Equity**						\$13,000

* Lease Rates are conservative estimates
 **Estimated Current Fleet Equity is based on the current fleet "right assets" and can be adjusted after physical inspection
 Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

- Lower: average age of the fleet
80% of the current light and medium duty fleet is over 10 years old
Result of the aging fleet is significantly reduced
- Reduce operating costs
Newer vehicles have a significantly lower maintenance expense
Newer vehicles have increased fuel efficiency with new technology implementations
- Maintain a manageable vehicle budget
Challenged by increasing yearly budgets
Current vehicle budget is underfunded

Confidential 4/20/2020 Enterprise FLEET MANAGEMENT

By replacing its entire fleet, EVMWD will save \$1.2M in ten years.

BACKGROUND

Location: Lake Elsinore, CA
Industry: Water District
Total vehicles: 76 vehicles

THE CHALLENGE

The Elsinore Valley Municipal Water District (EVMWD) was experiencing budget restrictions, which prevented the organization from replacing vehicles. Operating older vehicles drastically increased the facility's maintenance expenses. Additionally, the age and condition of the fleet was causing mechanics to divert time away from the larger, more expensive pieces of equipment, which created further strain on personnel and increased vehicle downtime.

THE SOLUTION

Seeking a way to improve its fleet, EVMWD partnered with Enterprise Fleet Management to develop a proactive vehicle replacement plan. Over a 5-year plan, EVMWD was able to replace each vehicle in its fleet. The oldest vehicles with the highest mileage were replaced first, reducing EVMWD's maintenance and fuel expenses immediately.

"By implementing a consistent fleet replacement program, the Enterprise Fleet Management account team has helped EVMWD streamline our budgeting processes. With our very first set of new vehicles, we saw an immediate, positive impact on maintenance and fuel expenses. Additionally, Enterprise has helped us sell our old vehicles, getting higher returns than we expected. It also relieved our staff's time and involvement throughout the entire process. Enterprise is a true "One-Stop" service."

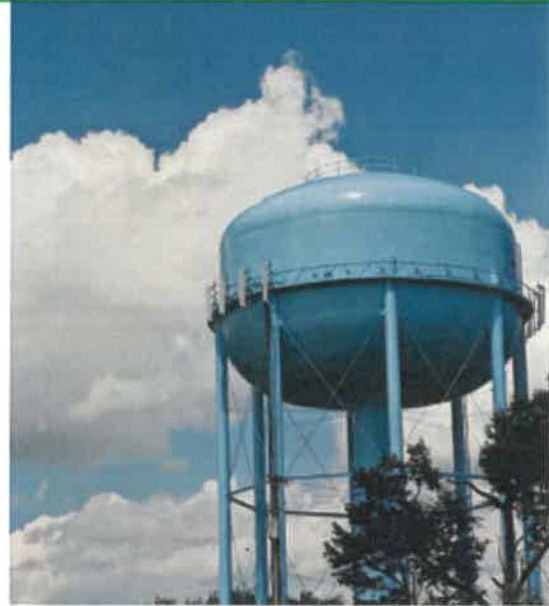
- John Manhard, Maintenance Manager

THE RESULTS

With the Enterprise Full Maintenance Program, EVMWD accurately budgets vehicle maintenance expenses. The program has greatly reduced the administrative time the staff was spending on scheduling and approving vehicle repairs and costs. EVMWD immediately recognized 50% in maintenance savings and 12% savings in fuel costs. Once fully implemented, EVMWD will save approximately 24% (about \$1.2M in 10 years).

To learn more, visit eflts.com or call 877-23-FLEET.

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Key Results

OVERALL SAVINGS OF
\$1.2 M
AFTER TEN YEARS



50%
MAINTENANCE SAVINGS



12%
FUEL COST SAVINGS

SUPPORTIVE EVIDENCE | VVWRA

SAFETY

- Vehicles older than 10 years of age and do not contain the most up to date safety features, such as electronic stability control and airbag standardization and anti-lock brake control. **85% of the VVWRA's vehicles are over 10 years old.**
- Vehicles which predate Electronic Stability Control can be unsafe in case of a collision. According to the Highway Traffic Safety Administration, this is the most important safety feature since the seatbelt.

ACCOUNT MANAGEMENT

Victor Valley Wastewater Reclamation Authority will have a dedicated account team to proactively manage and develop your fleet while delivering the highest level of customer service to facilitate your day-to-day needs.

- Meeting with you at minimum 2 times a year - 1 being a financial planning meeting. These are an Annual Client Review and a Fleet Analysis Meeting.
- Your Account Manager will provide ongoing analysis, which can include best makes/models, cents per mile, total cost of ownership, and replacement analysis.
- Monthly management reports consisting of a single invoice with all charges

ANCILLIARIES

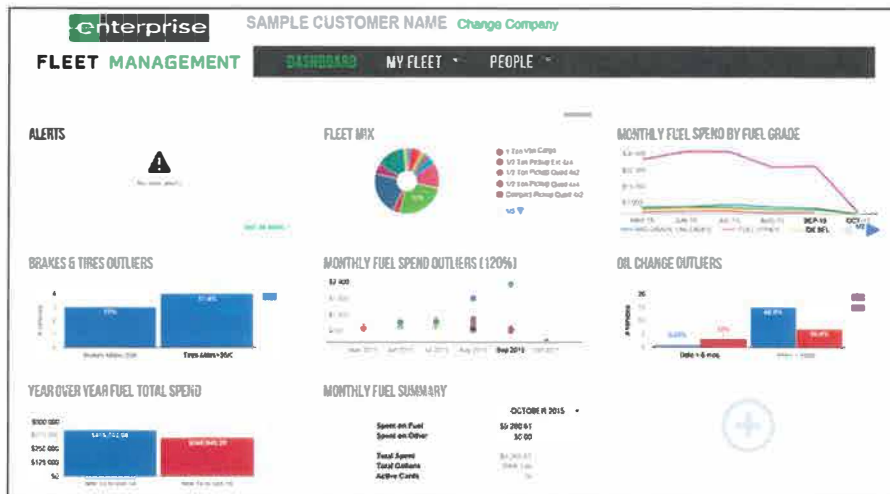
Enterprise Fleet Management has the ability to offer a total fleet solution should the VVWRA need further evaluation of the fleet. These can include:

- Full Maintenance Program
- Telematics Program
- Fuel Program
- Physical Damage Coverage

TECHNOLOGY

Enterprise Fleet Management's website provides vehicle tracking, reporting, and metrics. Our website can be customized to view a wide range of data to have a comprehensive and detailed look at all aspects of your fleet and the services provided. Our *Mobile App* also allows drivers a wide range of functions.

- **Invoices-** to include lease, maintenance, and ancillaries- all in one invoice
- **Maintenance Utilization-** review the life-to-date maintenance per vehicle
- **Recall Information-** see which units that are approaching the lease term still have open recalls
- **License & Registration-** see which plate renewals are being processed by Enterprise; view status
- **Alerts-** set customizable alerts for oil changes, lease renewals, license renewals, and billing data
- **Lifecycle Analysis-** see data regarding all transactions for the lifecycle of the entire fleet, with drill-down capability to any specific lease or transaction



REFERENCES | VVWRA

CURRENT PARTNERS

- Elsinore Valley Municipal Water District
- Western Municipal Water District
- Camrosa Water District
- Palmdale Water District
- Carpinteria Valley Water District
- City of Barstow
- City of Corona
- City of Dana Point
- City of Temple City
- City of Azusa
- City of San Marcos
- Imperial Valley Housing Authority
- Community Development Commission of the County of Los Angeles
- Yolo Housing Authority
- Department of Housing County of San Mateo
- San Diego Metropolitan Transit System
- Housing Authority of the County of Santa Barbara
- Kern County

REFERENCES

Below is a list of client/customer references including company name, contact person, and telephone number.

Company Name: [Palmdale Water District](#)

Business Phone #: 661-456-1047

Business Email: mawilliams@palmdalewater.org

Contact Person: Michael Williams – Finance Manager/CFO

Company Name: [Carpinteria Calley Water District](#)

Business Phone #: 805-684-2816

Business Email: bob@cvwd.net

Contact Person: Bob McDonald – General Manager

EXHIBIT 2



MASTER EQUITY LEASE AGREEMENT

This Master Equity Lease Agreement is entered into this _____ day of _____, by and between Enterprise FM Trust, a Delaware statutory trust ("Lessor"), and the lessee whose name and address is set forth on the signature page below ("Lessee").

1. LEASE OF VEHICLES: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the vehicles (individually, a "Vehicle" and collectively, the "Vehicles") described in the schedules from time to time delivered by Lessor to Lessee as set forth below ("Schedule(s)") for the rentals and on the terms set forth in this Agreement and in the applicable Schedule. References to this "Agreement" shall include this Master Equity Lease Agreement and the various Schedules and addenda to this Master Equity Lease Agreement. Lessor will, on or about the date of delivery of each Vehicle to Lessee, send Lessee a Schedule covering the Vehicle, which will include, among other things, a description of the Vehicle, the lease term and the monthly rental and other payments due with respect to the Vehicle. The terms contained in each such Schedule will be binding on Lessee unless Lessee objects in writing to such Schedule within ten (10) days after the date of delivery of the Vehicle covered by such Schedule. Lessor is the sole legal owner of each Vehicle. This Agreement is a lease only and Lessee will have no right, title or interest in or to the Vehicles except for the use of the Vehicles as described in this Agreement. This Agreement shall be treated as a true lease for federal and applicable state income tax purposes with Lessor having all benefits of ownership of the Vehicles. It is understood and agreed that Enterprise Fleet Management, Inc. or an affiliate thereof (together with any subservicer, agent, successor or assign as servicer on behalf of Lessor, "Servicer") may administer this Agreement on behalf of Lessor and may perform the service functions herein provided to be performed by Lessor.

2. TERM: The term of this Agreement ("Term") for each Vehicle begins on the date such Vehicle is delivered to Lessee (the "Delivery Date") and, unless terminated earlier in accordance with the terms of this Agreement, continues for the "Lease Term" as described in the applicable Schedule.

3. RENT AND OTHER CHARGES:

(a) Lessee agrees to pay Lessor monthly rental and other payments according to the Schedules and this Agreement. The monthly payments will be in the amount listed as the "Total Monthly Rental Including Additional Services" on the applicable Schedule (with any portion of such amount identified as a charge for maintenance services under Section 4 of the applicable Schedule being payable to Lessor as agent for Enterprise Fleet Management, Inc.) and will be due and payable in advance on the first day of each month. If a Vehicle is delivered to Lessee on any day other than the first day of a month, monthly rental payments will begin on the first day of the next month. In addition to the monthly rental payments, Lessee agrees to pay Lessor a pro-rated rental charge for the number of days that the Delivery Date precedes the first monthly rental payment date. A portion of each monthly rental payment, being the amount designated as "Depreciation Reserve" on the applicable Schedule, will be considered as a reserve for depreciation and will be credited against the Delivered Price of the Vehicle for purposes of computing the Book Value of the Vehicle under Section 3(c). Lessee agrees to pay Lessor the "Total Initial Charges" set forth in each Schedule on the due date of the first monthly rental payment under such Schedule. Lessee agrees to pay Lessor the "Service Charge Due at Lease Termination" set forth in each Schedule at the end of the applicable Term (whether by reason of expiration, early termination or otherwise).

(b) In the event the Term for any Vehicle ends prior to the last day of the scheduled Term, whether as a result of a default by Lessee, a Casualty Occurrence or any other reason, the rentals and management fees paid by Lessee will be recalculated in accordance with the rule of 78's and the adjusted amount will be payable by Lessee to Lessor on the termination date.

(c) Lessee agrees to pay Lessor within thirty (30) days after the end of the Term for each Vehicle, additional rent equal to the excess, if any, of the Book Value of such Vehicle over the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule. If the Book Value of such Vehicle is less than the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule, Lessor agrees to pay such deficiency to Lessee as a terminal rental adjustment within thirty (30) days after the end of the applicable Term. Notwithstanding the foregoing, if (i) the Term for a Vehicle is greater than forty-eight (48) months (including any extension of the Term for such Vehicle), (ii) the mileage on a Vehicle at the end of the Term is greater than 15,000 miles per year on average (prorated on a daily basis) (i.e., if the mileage on a Vehicle with a Term of thirty-six (36) months is greater than 45,000 miles) or (iii) in the sole judgment of Lessor, a Vehicle has been subject to damage or any abnormal or excessive wear and tear, the calculations described in the two immediately preceding sentences shall be made without giving effect to clause (ii) in each such sentence. The "Book Value" of a Vehicle means the sum of (i) the "Delivered Price" of the Vehicle as set forth in the applicable Schedule minus (ii) the total Depreciation Reserve paid by Lessee to Lessor with respect to such Vehicle plus (iii) all accrued and unpaid rent and/or other amounts owed by Lessee with respect to such Vehicle.

(d) Any security deposit of Lessee will be returned to Lessee at the end of the applicable Term, except that the deposit will first be applied to any losses and/or damages suffered by Lessor as a result of Lessee's breach of or default under this Agreement and/or to any other amounts then owed by Lessee to Lessor.

(e) Any rental payment or other amount owed by Lessee to Lessor which is not paid within twenty (20) days after its due date will accrue interest, payable on demand of Lessor, from the date due until paid in full at a rate per annum equal to the lesser of (i) Eighteen Percent (18%) per annum or (ii) the highest rate permitted by applicable law (the "Default Rate").

(f) If Lessee fails to pay any amount due under this Agreement or to comply with any of the covenants contained in this Agreement, Lessor, Servicer or any other agent of Lessor may, at its option, pay such amounts or perform such covenants and all sums paid or incurred by Lessor in connection therewith will be repayable by Lessee to Lessor upon demand together with interest thereon at the Default Rate.

Initials: EFM_____ Customer_____

(g) Lessee's obligations to make all payments of rent and other amounts under this Agreement are absolute and unconditional and such payments shall be made in immediately available funds without setoff, counterclaim or deduction of any kind. Lessee acknowledges and agrees that neither any Casualty Occurrence to any Vehicle nor any defect, unfitness or lack of governmental approval in, of, or with respect to, any Vehicle regardless of the cause or consequence nor any breach by Enterprise Fleet Management, Inc. of any maintenance agreement between Enterprise Fleet Management, Inc. and Lessee covering any Vehicle regardless of the cause or consequence will relieve Lessee from the performance of any of its obligations under this Agreement, including, without limitation, the payment of rent and other amounts under this Agreement.

4. USE AND SURRENDER OF VEHICLES: Lessee agrees to allow only duly authorized, licensed and insured drivers to use and operate the Vehicles. Lessee agrees to comply with, and cause its drivers to comply with, all laws, statutes, rules, regulations and ordinances and the provisions of all insurance policies affecting or covering the Vehicles or their use or operation. Lessee agrees to keep the Vehicles free of all liens, charges and encumbrances. Lessee agrees that in no event will any Vehicle be used or operated for transporting hazardous substances or persons for hire, for any illegal purpose or to pull trailers that exceed the manufacturer's trailer towing recommendations. Lessee agrees that no Vehicle is intended to be or will be utilized as a "school bus" as defined in the Code of Federal Regulations or any applicable state or municipal statute or regulation. Lessee agrees not to remove any Vehicle from the continental United States without first obtaining Lessor's written consent. At the expiration or earlier termination of this Agreement with respect to each Vehicle, or upon demand by Lessor made pursuant to Section 14, Lessee at its risk and expense agrees to return such Vehicle to Lessor at such place and by such reasonable means as may be designated by Lessor. If for any reason Lessee fails to return any Vehicle to Lessor as and when required in accordance with this Section, Lessee agrees to pay Lessor additional rent for such Vehicle at twice the normal pro-rated daily rent. Acceptance of such additional rent by Lessor will in no way limit Lessor's remedies with respect to Lessee's failure to return any Vehicle as required hereunder.

5. COSTS, EXPENSES, FEES AND CHARGES: Lessee agrees to pay all costs, expenses, fees, charges, fines, tickets, penalties and taxes (other than federal and state income taxes on the income of Lessor) incurred in connection with the titling, registration, delivery, purchase, sale, rental, use or operation of the Vehicles during the Term. If Lessor, Servicer or any other agent of Lessor incurs any such costs or expenses, Lessee agrees to promptly reimburse Lessor for the same.

6. LICENSE AND CHARGES: Each Vehicle will be titled and licensed in the name designated by Lessor at Lessee's expense. Certain other charges relating to the acquisition of each Vehicle and paid or satisfied by Lessor have been capitalized in determining the monthly rental, treated as an initial charge or otherwise charged to Lessee. Such charges have been determined without reduction for trade-in, exchange allowance or other credit attributable to any Lessor-owned vehicle.

7. REGISTRATION PLATES, ETC.: Lessee agrees, at its expense, to obtain in the name designated by Lessor all registration plates and other plates, permits, inspections and/or licenses required in connection with the Vehicles, except for the initial registration plates which Lessor will obtain at Lessee's expense. The parties agree to cooperate and to furnish any and all information or documentation, which may be reasonably necessary for compliance with the provisions of this Section or any federal, state or local law, rule, regulation or ordinance. Lessee agrees that it will not permit any Vehicle to be located in a state other than the state in which such Vehicle is then titled for any continuous period of time that would require such Vehicle to become subject to the titling and/or registration laws of such other state.

8. MAINTENANCE OF AND IMPROVEMENTS TO VEHICLES:

(a) Lessee agrees, at its expense, to (i) maintain the Vehicles in good condition, repair, maintenance and running order and in accordance with all manufacturer's instructions and warranty requirements and all legal requirements and (ii) furnish all labor, materials, parts and other essentials required for the proper operation and maintenance of the Vehicles. Any alterations, additions, replacement parts or improvements to a Vehicle will become and remain the property of Lessor and will be returned with such Vehicle upon such Vehicle's return pursuant to Section 4. Notwithstanding the foregoing, so long as no Event of Default has occurred and is continuing, Lessee shall have the right to remove any additional equipment installed by Lessee on a Vehicle prior to returning such Vehicle to Lessor under Section 4. The value of such alterations, additions, replacement parts and improvements will in no instance be regarded as rent. Without the prior written consent of Lessor, Lessee will not make any alterations, additions, replacement parts or improvements to any Vehicle which detract from its economic value or functional utility. Lessor will not be required to make any repairs or replacements of any nature or description with respect to any Vehicle, to maintain or repair any Vehicle or to make any expenditure whatsoever in connection with any Vehicle or this Agreement.

(b) Lessor and Lessee acknowledge and agree that if Section 4 of a Schedule includes a charge for maintenance, (i) the Vehicle(s) covered by such Schedule are subject to a separate maintenance agreement between Enterprise Fleet Management, Inc. and Lessee and (ii) Lessor shall have no liability or responsibility for any failure of Enterprise Fleet Management, Inc. to perform any of its obligations thereunder or to pay or reimburse Lessee for its payment of any costs and expenses incurred in connection with the maintenance or repair of any such Vehicle(s).

9. SELECTION OF VEHICLES AND DISCLAIMER OF WARRANTIES:

(a) LESSEE ACCEPTANCE OF DELIVERY AND USE OF EACH VEHICLE WILL CONCLUSIVELY ESTABLISH THAT SUCH VEHICLE IS OF A SIZE, DESIGN, CAPACITY, TYPE AND MANUFACTURE SELECTED BY LESSEE AND THAT SUCH VEHICLE IS IN GOOD CONDITION AND REPAIR AND IS SATISFACTORY IN ALL RESPECTS AND IS SUITABLE FOR LESSEE'S PURPOSE. LESSEE ACKNOWLEDGES THAT LESSOR IS NOT A MANUFACTURER OF ANY VEHICLE OR AN AGENT OF A MANUFACTURER OF ANY VEHICLE.

(b) LESSOR MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY VEHICLE, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO CONDITION, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, IT BEING AGREED THAT ALL SUCH RISKS ARE TO BE BORNE BY LESSEE. THE VEHICLES ARE LEASED "AS IS," "WITH ALL FAULTS." All warranties made by any supplier, vendor and/or manufacturer of a Vehicle are hereby assigned by Lessor to Lessee for the applicable Term and Lessee's only remedy, if any, is against the supplier, vendor or manufacturer of the Vehicle.

Initials: EFM _____ Customer _____

(c) None of Lessor, Servicer or any other agent of Lessor will be liable to Lessee for any liability, claim, loss, damage (direct, incidental or consequential) or expense of any kind or nature, caused directly or indirectly, by any Vehicle or any inadequacy of any Vehicle for any purpose or any defect (latent or patent) in any Vehicle or the use or maintenance of any Vehicle or any repair, servicing or adjustment of or to any Vehicle, or any delay in providing or failure to provide any Vehicle, or any interruption or loss of service or use of any Vehicle, or any loss of business or any damage whatsoever and however caused. In addition, none of Lessor, Servicer or any other agent of Lessor will have any liability to Lessee under this Agreement or under any order authorization form executed by Lessee if Lessor is unable to locate or purchase a Vehicle ordered by Lessee or for any delay in delivery of any Vehicle ordered by Lessee.

10. RISK OF LOSS: Lessee assumes and agrees to bear the entire risk of loss of, theft of, damage to or destruction of any Vehicle from any cause whatsoever ("Casualty Occurrence"). In the event of a Casualty Occurrence to a Vehicle, Lessee shall give Lessor prompt notice of the Casualty Occurrence and thereafter will place the applicable Vehicle in good repair, condition and working order; provided, however, that if the applicable Vehicle is determined by Lessor to be lost, stolen, destroyed or damaged beyond repair (a "Totaled Vehicle"), Lessee agrees to pay Lessor no later than the date thirty (30) days after the date of the Casualty Occurrence the amounts owed under Sections 3(b) and 3(c) with respect to such Totaled Vehicle. Upon such payment, this Agreement will terminate with respect to such Totaled Vehicle.

11. INSURANCE:

(a) Lessee agrees to purchase and maintain in force during the Term, insurance policies in at least the amounts listed below covering each Vehicle, to be written by an insurance company or companies satisfactory to Lessor, insuring Lessee, Lessor and any other person or entity designated by Lessor against any damage, claim, suit, action or liability:

(i) Commercial Automobile Liability Insurance (including Uninsured/Underinsured Motorist Coverage and No-Fault Protection where required by law) for the limits listed below (Note - \$2,000,000 Combined Single Limit Bodily Injury and Property Damage with No Deductible is required for each Vehicle capable of transporting more than 8 passengers):

<u>State of Vehicle Registration</u>	<u>Coverage</u>
Connecticut, Massachusetts, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont	\$1,000,000 Combined Single Limit Bodily Injury and Property Damage - No Deductible
Florida	\$500,000 Combined Single Limit Bodily Injury and Property Damage or \$100,000 Bodily Injury Per Person, \$300,000 Per Occurrence and \$50,000 Property Damage (100/300/50) - No Deductible
All Other States	\$300,000 Combined Single Limit Bodily Injury and Property Damage or \$100,000 Bodily Injury Per Person, \$300,000 Per Occurrence and \$50,000 Property Damage (100/300/50) - No Deductible

(ii) Physical Damage Insurance (Collision & Comprehensive): Actual cash value of the applicable Vehicle. Maximum deductible of \$500 per occurrence - Collision and \$250 per occurrence - Comprehensive).

If the requirements of any governmental or regulatory agency exceed the minimums stated in this Agreement, Lessee must obtain and maintain the higher insurance requirements. Lessee agrees that each required policy of insurance will by appropriate endorsement or otherwise name Lessor and any other person or entity designated by Lessor as additional insureds and loss payees, as their respective interests may appear. Further, each such insurance policy must provide the following: (i) that the same may not be cancelled, changed or modified until after the insurer has given to Lessor, Servicer and any other person or entity designated by Lessor at least thirty (30) days prior written notice of such proposed cancellation, change or modification, (ii) that no act or default of Lessee or any other person or entity shall affect the right of Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns to recover under such policy or policies of insurance in the event of any loss of or damage to any Vehicle and (iii) that the coverage is "primary coverage" for the protection of Lessee, Lessor, Servicer, any other agent of Lessor and their respective successors and assigns notwithstanding any other coverage carried by Lessee, Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns protecting against similar risks. Original certificates evidencing such coverage and naming Lessor, Servicer, any other agent of Lessor and any other person or entity designated by Lessor as additional insureds and loss payees shall be furnished to Lessor prior to the Delivery Date, and annually thereafter and/or as reasonably requested by Lessor from time to time. In the event of default, Lessee hereby appoints Lessor, Servicer and any other agent of Lessor as Lessee's attorney-in-fact to receive payment of, to endorse all checks and other documents and to take any other actions necessary to pursue insurance claims and recover payments if Lessee fails to do so. Any expense of Lessor, Servicer or any other agent of Lessor in adjusting or collecting insurance shall be borne by Lessee.

Lessee, its drivers, servants and agents agree to cooperate fully with Lessor, Servicer, any other agent of Lessor and any insurance carriers in the investigation, defense and prosecution of all claims or suits arising from the use or operation of any Vehicle. If any claim is made or action commenced for death, personal injury or property damage resulting from the ownership, maintenance, use or operation of any Vehicle, Lessee will promptly notify Lessor of such action or claim and forward to Lessor a copy of every demand, notice, summons or other process received in connection with such claim or action.

(b) Notwithstanding the provisions of Section 11(a) above: (i) if Section 4 of a Schedule includes a charge for physical damage waiver, Lessor agrees that (A) Lessee will not be required to obtain or maintain the minimum physical damage insurance (collision and comprehensive) required under Section 11(a) for the Vehicle(s) covered by such Schedule and (B) Lessor will assume the risk of physical damage (collision and comprehensive) to the Vehicle(s) covered by such Schedule; provided, however, that such physical damage waiver shall not apply to, and Lessee shall be and remain liable and responsible for, damage to a covered Vehicle caused by wear and tear or mechanical breakdown or failure, damage to or loss of any parts, accessories or components added to a covered

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Vehicle by Lessee without the prior written consent of Lessor and/or damage to or loss of any property and/or personal effects contained in a covered Vehicle. In the event of a Casualty Occurrence to a covered Vehicle, Lessor may, at its option, replace, rather than repair, the damaged Vehicle with an equivalent vehicle, which replacement vehicle will then constitute the "Vehicle" for purposes of this Agreement; and (ii) if Section 4 of a Schedule includes a charge for commercial automobile liability enrollment, Lessor agrees that it will, at its expense, obtain for and on behalf of Lessee, by adding Lessee as an additional insured under a commercial automobile liability insurance policy issued by an insurance company selected by Lessor, commercial automobile liability insurance satisfying the minimum commercial automobile liability insurance required under Section 11(a) for the Vehicle(s) covered by such Schedule. Lessor may at any time during the applicable Term terminate said obligation to provide physical damage waiver and/or commercial automobile liability enrollment and cancel such physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least ten (10) days prior written notice. Upon such cancellation, insurance in the minimum amounts as set forth in 11(a) shall be obtained and maintained by Lessee at Lessee's expense. An adjustment will be made in monthly rental charges payable by Lessee to reflect any such change and Lessee agrees to furnish Lessor with satisfactory proof of insurance coverage within ten (10) days after mailing of the notice. In addition, Lessor may change the rates charged by Lessor under this Section 11(b) for physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least thirty (30) days prior written notice.

12. INDEMNITY: To the extent permitted by state law, Lessee agrees to defend and indemnify Lessor, Servicer, any other agent of Lessor and their respective successors and assigns from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) which Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns may incur by reason of Lessee's breach or violation of, or failure to observe or perform, any term, provision or covenant of this Agreement, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle. The provisions of this Section 12 shall survive any expiration or termination of this Agreement. Nothing herein shall be deemed to affect the rights, privileges, and immunities of Lessee and the foregoing indemnity provision is not intended to be a waiver of any sovereign immunity afforded to Lessee pursuant to the law.

13. INSPECTION OF VEHICLES; ODOMETER DISCLOSURE; FINANCIAL STATEMENTS: Lessee agrees to accomplish, at its expense, all inspections of the Vehicles required by any governmental authority during the Term. Lessor, Servicer, any other agent of Lessor and any of their respective successors or assigns will have the right to inspect any Vehicle at any reasonable time(s) during the Term and for this purpose to enter into or upon any building or place where any Vehicle is located. Lessee agrees to comply with all odometer disclosure laws, rules and regulations and to provide such written and signed disclosure information on such forms and in such manner as directed by Lessor. Providing false information or failure to complete the odometer disclosure form as required by law may result in fines and/or imprisonment. Lessee hereby agrees to promptly deliver to Lessor such financial statements and other financial information regarding Lessee as Lessor may from time to time reasonably request.

14. DEFAULT; REMEDIES: The following shall constitute events of default ("Events of Default") by Lessee under this Agreement: (a) if Lessee fails to pay when due any rent or other amount due under this Agreement and any such failure shall remain unremedied for ten (10) days; (b) if Lessee fails to perform, keep or observe any term, provision or covenant contained in Section 11 of this Agreement; (c) if Lessee fails to perform, keep or observe any other term, provision or covenant contained in this Agreement and any such failure shall remain unremedied for thirty (30) days after written notice thereof is given by Lessor, Servicer or any other agent of Lessor to Lessee; (d) any seizure or confiscation of any Vehicle or any other act (other than a Casualty Occurrence) otherwise rendering any Vehicle unsuitable for use (as determined by Lessor); (e) if any present or future guaranty in favor of Lessor of all or any portion of the obligations of Lessee under this Agreement shall at any time for any reason cease to be in full force and effect or shall be declared to be null and void by a court of competent jurisdiction, or if the validity or enforceability of any such guaranty shall be contested or denied by any guarantor, or if any guarantor shall deny that it, he or she has any further liability or obligation under any such guaranty or if any guarantor shall fail to comply with or observe any of the terms, provisions or conditions contained in any such guaranty; (f) the occurrence of a material adverse change in the financial condition or business of Lessee or any guarantor; or (g) if Lessee or any guarantor is in default under or fails to comply with any other present or future agreement with or in favor of Lessor, The Crawford Group, Inc. or any direct or indirect subsidiary of The Crawford Group, Inc.. For purposes of this Section 14, the term "guarantor" shall mean any present or future guarantor of all or any portion of the obligations of Lessee under this Agreement.

Upon the occurrence of any Event of Default, Lessor, without notice to Lessee, will have the right to exercise concurrently or separately (and without any election of remedies being deemed made), the following remedies: (a) Lessor may demand and receive immediate possession of any or all of the Vehicles from Lessee, without releasing Lessee from its obligations under this Agreement; if Lessee fails to surrender possession of the Vehicles to Lessor on default (or termination or expiration of the Term), Lessor, Servicer, any other agent of Lessor and any of Lessor's independent contractors shall have the right to enter upon any premises where the Vehicles may be located and to remove and repossess the Vehicles; (b) Lessor may enforce performance by Lessee of its obligations under this Agreement; (c) Lessor may recover damages and expenses sustained by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns by reason of Lessee's default including, to the extent permitted by applicable law, all costs and expenses, including court costs and reasonable attorneys' fees and expenses, incurred by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns in attempting or effecting enforcement of Lessor's rights under this Agreement (whether or not litigation is commenced) and/or in connection with bankruptcy or insolvency proceedings; (d) upon written notice to Lessee, Lessor may terminate Lessee's rights under this Agreement; (e) with respect to each Vehicle, Lessor may recover from Lessee all amounts owed by Lessee under Sections 3(b) and 3(c) of this Agreement (and, if Lessor does not recover possession of a Vehicle, (i) the estimated wholesale value of such Vehicle for purposes of Section 3(c) shall be deemed to be \$0.00 and (ii) the calculations described in the first two sentences of Section 3(c) shall be made without giving effect to clause (ii) in each such sentence); and/or (f) Lessor may exercise any other right or remedy which may be available to Lessor under the Uniform Commercial Code, any other applicable law or in equity. A termination of this Agreement shall occur only upon written notice by Lessor to Lessee. Any termination shall not affect Lessee's obligation to pay all amounts due for periods prior to the effective date of such termination or Lessee's obligation to pay any indemnities under this Agreement. All remedies of Lessor under this Agreement or at law or in equity are cumulative.

15. ASSIGNMENTS: Lessor may from time to time assign, pledge or transfer this Agreement and/or any or all of its rights and obligations under this Agreement to any person or entity. Lessee agrees, upon notice of any such assignment, pledge or transfer of any amounts due or to become due to Lessor under this Agreement to pay all such amounts to such assignee, pledgee or transferee. Any such assignee, pledgee or transferee of any rights or obligations of Lessor under this Agreement will have all of the rights and obligations that have been assigned to it. Lessee's rights and interest in and to the Vehicles are and will continue

Initials: EFM_____ Customer_____

at all times to be subject and subordinate in all respects to any assignment, pledge or transfer now or hereafter executed by Lessor with or in favor of any such assignee, pledgee or transferee, provided that Lessee shall have the right of quiet enjoyment of the Vehicles so long as no Event of Default under this Agreement has occurred and is continuing. Lessee acknowledges and agrees that the rights of any assignee, pledgee or transferee in and to any amounts payable by the Lessee under any provisions of this Agreement shall be absolute and unconditional and shall not be subject to any abatement whatsoever, or to any defense, setoff, counterclaim or recoupment whatsoever, whether by reason of any damage to or loss or destruction of any Vehicle or by reason of any defect in or failure of title of the Lessor or interruption from whatsoever cause in the use, operation or possession of any Vehicle, or by reason of any indebtedness or liability howsoever and whenever arising of the Lessor or any of its affiliates to the Lessee or to any other person or entity, or for any other reason.

Without the prior written consent of Lessor, Lessee may not assign, sublease, transfer or pledge this Agreement, any Vehicle, or any interest in this Agreement or in and to any Vehicle, or permit its rights under this Agreement or any Vehicle to be subject to any lien, charge or encumbrance. Lessee's interest in this Agreement is not assignable and cannot be assigned or transferred by operation of law. Lessee will not transfer or relinquish possession of any Vehicle (except for the sole purpose of repair or service of such Vehicle) without the prior written consent of Lessor.

16. MISCELLANEOUS: This Agreement contains the entire understanding of the parties. This Agreement may only be amended or modified by an instrument in writing executed by both parties. Lessor shall not by any act, delay, omission or otherwise be deemed to have waived any of its rights or remedies under this Agreement and no waiver whatsoever shall be valid unless in writing and signed by Lessor and then only to the extent therein set forth. A waiver by Lessor of any right or remedy under this Agreement on any one occasion shall not be construed as a bar to any right or remedy, which Lessor would otherwise have on any future occasion. If any term or provision of this Agreement or any application of any such term or provision is invalid or unenforceable, the remainder of this Agreement and any other application of such term or provision will not be affected thereby. Giving of all notices under this Agreement will be sufficient if mailed by certified mail to a party at its address set forth below or at such other address as such party may provide in writing from time to time. Any such notice mailed to such address will be effective one (1) day after deposit in the United States mail, duly addressed, with certified mail, postage prepaid. Lessee will promptly notify Lessor of any change in Lessee's address. This Agreement may be executed in multiple counterparts (including facsimile and pdf counterparts), but the counterpart marked "ORIGINAL" by Lessor will be the original lease for purposes of applicable law. All of the representations, warranties, covenants, agreements and obligations of each Lessee under this Agreement (if more than one) are joint and several.

17. SUCCESSORS AND ASSIGNS; GOVERNING LAW: Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor, Servicer, any other agent of Lessor and their respective successors and assigns. This Agreement will be governed by and construed in accordance with the substantive laws of the State of Missouri (determined without reference to conflict of law principles).

18. NON-PETITION: Each party hereto hereby covenants and agrees that, prior to the date which is one year and one day after payment in full of all indebtedness of Lessor, it shall not institute against, or join any other person in instituting against, Lessor any bankruptcy, reorganization, arrangement, insolvency or liquidation proceedings or other similar proceeding under the laws of the United States or any state of the United States. The provisions of this Section 18 shall survive termination of this Master Equity Lease Agreement.

19. NON-APPROPRIATION: Lessee's funding of this Agreement shall be on a Fiscal Year basis and is subject to annual appropriations. Lessor acknowledges that Lessee is a municipal corporation, is precluded by the County or State Constitution and other laws from entering into obligations that financially bind future governing bodies, and that, therefore, nothing in this Agreement shall constitute an obligation of future legislative bodies of the County or State to appropriate funds for purposes of this Agreement. Accordingly, the parties agree that the lease terms within this Agreement or any Schedules relating hereto are contingent upon appropriation of funds. The parties further agree that should the County or State fail to appropriate such funds, the Lessor shall be paid all rentals due and owing hereunder up until the actual day of termination. In addition, Lessor reserves the right to be paid for any reasonable damages. These reasonable damages will be limited to the losses incurred by the Lessor for having to sell the vehicles on the open used car market prior to the end of the scheduled term (as determined in Section 3 and Section 14 of this Agreement).

IN WITNESS WHEREOF, Lessor and Lessee have duly executed this Master Equity Lease Agreement as of the day and year first above written.

LESSEE: _____
Signature: _____
By: _____
Title: _____
Address: _____
Date Signed: _____, _____

LESSOR: Enterprise FM Trust
By: Enterprise Fleet Management, Inc. its attorney in fact
Signature: _____
By: _____
Title: _____
Address: _____
Date Signed: _____, _____

Initials: EFM _____ Customer _____

EXHIBIT 3



MAINTENANCE AGREEMENT

This Maintenance Agreement (this "Agreement") is made and entered into this _____ day of _____, by Enterprise Fleet Management, Inc., a Missouri corporation ("EFM"), and _____ ("Lessee").

WITNESSETH

- 1. LEASE.** Reference is hereby made to that certain Master Lease Agreement dated as of the _____ day of _____, by and between Enterprise FM Trust, a Delaware statutory trust, as lessor ("Lessor"), and Lessee, as lessee (as the same may from time to time be amended, modified, extended, renewed, supplemented or restated, the "Lease"). All capitalized terms used and not otherwise defined in this Agreement shall have the respective meanings ascribed to them in the Lease.
- 2. COVERED VEHICLES.** This Agreement shall only apply to those vehicles leased by Lessor to Lessee pursuant to the Lease to the extent Section 4 of the Schedule for such vehicle includes a charge for maintenance (the "Covered Vehicle(s)").
- 3. TERM AND TERMINATION.** The term of this Agreement ("Term") for each Covered Vehicle shall begin on the Delivery Date of such Covered Vehicle and shall continue until the last day of the "Term" (as defined in the Lease) for such Covered Vehicle unless earlier terminated as set forth below. Each of EFM and Lessee shall each have the right to terminate this Agreement effective as of the last day of any calendar month with respect to any or all of the Covered Vehicles upon not less than sixty (60) days prior written notice to the other party. The termination of this Agreement with respect to any or all of the Covered Vehicles shall not affect any rights or obligations under this Agreement which shall have previously accrued or shall thereafter arise with respect to any occurrence prior to termination, and such rights and obligations shall continue to be governed by the terms of this Agreement.
- 4. VEHICLE REPAIRS AND SERVICE.** EFM agrees that, during the Term for the applicable Covered Vehicle and subject to the terms and conditions of this Agreement, it will pay for, or reimburse Lessee for its payment of, all costs and expenses incurred in connection with the maintenance or repair of a Covered Vehicle. This Agreement does not cover, and Lessee will remain responsible for and pay for, (a) fuel, (b) oil and other fluids between changes, (c) tire repair and replacement, (d) washing, (e) repair of damage due to lack of maintenance by Lessee between scheduled services (including, without limitation, failure to maintain fluid levels), (f) maintenance or repair of any alterations to a Covered Vehicle or of any after-market components (this Agreement covers maintenance and repair only of the Covered Vehicles themselves and any factory-installed components and does not cover maintenance or repair of chassis alterations, add-on bodies (including, without limitation, step vans) or other equipment (including, without limitation, lift gates and PTO controls) which is installed or modified by a dealer, body shop, upfitter or anyone else other than the manufacturer of the Covered Vehicle, (g) any service and/or damage resulting from, related to or arising out of an accident, a collision, theft, fire, freezing, vandalism, riot, explosion, other Acts of God, an object striking the Covered Vehicle, improper use of the Covered Vehicle (including, without limitation, driving over curbs, overloading, racing or other competition) or Lessee's failure to maintain the Covered Vehicle as required by the Lease, (h) roadside assistance or towing for vehicle maintenance purposes, (i) mobile services, (j) the cost of loaner or rental vehicles or (k) if the Covered Vehicle is a truck, (i) manual transmission clutch adjustment or replacement, (ii) brake adjustment or replacement or (iii) front axle alignment. Whenever it is necessary to have a Covered Vehicle serviced, Lessee agrees to have the necessary work performed by an authorized dealer of such Covered Vehicle or by a service facility acceptable to EFM. In every case, if the cost of such service will exceed \$50.00, Lessee must notify EFM and obtain EFM's authorization for such service and EFM's instructions as to where such service shall be made and the extent of service to be obtained. Lessee agrees to furnish an invoice for all service to a Covered Vehicle, accompanied by a copy of the shop or service order (odometer mileage must be shown on each shop or service order). EFM will not be obligated to pay for any unauthorized charges or those exceeding \$50.00 for one service on any Covered Vehicle unless Lessee has complied with the above terms and conditions. EFM will not have any responsibility to pay for any services in excess of the services recommended by the manufacturer, unless otherwise agreed to by EFM. Notwithstanding any other provision of this Agreement to the contrary, (a) all service performed within one hundred twenty (120) days prior to the last day of the scheduled "Term" (as defined in the Lease) for the applicable Covered Vehicle must be authorized by and have the prior consent and approval of EFM and any service not so authorized will be the responsibility of and be paid for by Lessee and (b) EFM is not required to provide or pay for any service to any Covered Vehicle after 100,000 miles.
- 5. ENTERPRISE CARDS:** EFM may, at its option, provide Lessee with an authorization card (the "EFM Card") for use in authorizing the payment of charges incurred in connection with the maintenance of the Covered Vehicles. Lessee agrees to be liable to EFM for, and upon receipt of a monthly or other statement from EFM, Lessee agrees to promptly pay to EFM, all charges made by or for the account of Lessee with the EFM Card (other than any charges which are the responsibility of EFM under the terms of this Agreement). EFM reserves the right to change the terms and conditions for the use of the EFM Card at any time. The EFM Card remains the property of EFM and EFM may revoke Lessee's right to possess or use the EFM Card at any time. Upon the termination of this Agreement or upon the demand of EFM, Lessee must return the EFM Card to EFM. The EFM Card is non-transferable.

6. PAYMENT TERMS. The amount of the monthly maintenance fee will be listed on the applicable Schedule and will be due and payable in advance on the first day of each month. If the first day of the Term for a Covered Vehicle is other than the first day of a calendar month, Lessee will pay EFM, on the first day of the Term for such Covered Vehicle, a pro-rated maintenance fee for the number of days that the Delivery Date precedes the first monthly maintenance fee payment date. Any monthly maintenance fee or other amount owed by Lessee to EFM under this Agreement which is not paid within twenty (20) days after its due date will accrue interest, payable upon demand of EFM, from the date due until paid in full at a rate per annum equal to the lesser of (i) Eighteen Percent (18%) per annum or (ii) the highest rate allowed by applicable law. The monthly maintenance fee set forth on each applicable Schedule allows the number of miles per month as set forth

Initials: EFM _____ Lessee _____

in such Schedule. Lessee agrees to pay EFM at the end of the applicable Term (whether by reason of termination of this Agreement or otherwise) an overmileage maintenance fee for any miles in excess of this average amount per month at the rate set forth in the applicable Schedule. EFM may, at its option, permit Lessor, as an agent for EFM, to bill and collect amounts due to EFM under this Agreement from Lessee on behalf of EFM.

7. NO WARRANTIES. Lessee acknowledges that EFM does not perform maintenance or repair services on the Covered Vehicles but rather EFM arranges for maintenance and/or repair services on the Covered Vehicles to be performed by third parties. EFM MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY PRODUCTS, REPAIRS OR SERVICES PROVIDED FOR UNDER THIS AGREEMENT BY THIRD PARTIES, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, COMPLIANCE WITH SPECIFICATIONS, OPERATION, CONDITION, SUITABILITY, PERFORMANCE OR QUALITY. ANY DEFECT IN THE PERFORMANCE OF ANY PRODUCT, REPAIR OR SERVICE WILL NOT RELIEVE LESSEE OF ITS OBLIGATIONS UNDER THIS AGREEMENT, INCLUDING THE PAYMENT TO EFM OF THE MONTHLY MAINTENANCE FEES AND OTHER CHARGES DUE UNDER THIS AGREEMENT.

8. LESSOR NOT A PARTY. Lessor is not a party to, and shall have no rights, obligations or duties under or in respect of, this Agreement.

9. NOTICES. Any notice or other communication under this Agreement shall be in writing and delivered in person or sent by facsimile, recognized overnight courier or registered or certified mail, return receipt requested and postage prepaid, to the applicable party at its address or facsimile number set forth on the signature page of this Agreement, or at such other address or facsimile number as any party hereto may designate as its address or facsimile number for communications under this Agreement by notice so given. Such notices shall be deemed effective on the day on which delivered or sent if delivered in person or sent by facsimile, on the first (1st) business day after the day on which sent, if sent by recognized overnight courier or on the third (3rd) business day after the day on which mailed, if sent by registered or certified mail.

10. MISCELLANEOUS. This Agreement embodies the entire Agreement between the parties relating to the subject matter hereof. This Agreement may be amended only by an agreement in writing signed by EFM and Lessee. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such provisions in any other jurisdiction. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, except that Lessee may not assign, transfer or delegate any of its rights or obligations under this Agreement without the prior written consent of EFM. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Missouri (without reference to conflict of law principles).

IN WITNESS WHEREOF, EFM and Lessee have executed this Maintenance Agreement as of the day and year first above written.

LESSEE: _____

EFM: Enterprise Fleet Management, Inc.

Signature: _____

Signature: _____

By: _____

By: _____

Title: _____

Title: _____

Address: _____

Address: _____

Attention: _____

Attention: _____

Fax #: _____

Fax #: _____

Date Signed: _____, _____

Date Signed: _____, _____

Initials: EFM_____ Lessee_____



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

TO: VVWRA Board of Commissioners

FROM: Darron Poulsen, General Manager

SUBMITTED BY: Darron Poulsen, General Manager and Brad Adams, Plant Superintendent

DATE: July 16, 2020

SUBJECT: Recommendation to approve the First Amendment to the Gas Collection Agreement

<input checked="" type="checkbox"/> For Action	<input checked="" type="checkbox"/> Fiscal Impact	\$ 1,142,995
<input type="checkbox"/> Information Only	<input type="checkbox"/> Account Codes:	TBD
	<input checked="" type="checkbox"/> Funds Budgeted/Approved	

STAFF RECOMMENDATION

It is recommended that the Board of Commissioners approve the General Manager to execute the first amendment to the Gas Collection Agreement and contract with SoCal Biomethane, LLC upon approval of the amendment by the VVWRA Attorneys.

PREVIOUS ACTION(S)

April 18, 2019, the Board of Commissioners authorized the General Manager to sign the Gas Collection Facilities Lease and Energy Storage Agreement with SoCal Biomethane, LLC.

BACKGROUND INFORMATION

On May 9, 2019, per the Board of Commissioners gave authority to the VVWRA General Manger to enter into an agreement with SoCal Biomethane. Within the agreement were agreed upon stipulations where by VVWRA would receive improvements to the Regional Wastewater Treatment Plant (WWTP) that included, upgrades to the digesters and improvements to the anaerobically digestible material (ADM) and fats, oil and grease (FOG) collection and processing infrastructure. All the proposed improvements were agreed upon due to their ability to compliment the operational efficiency of the SoCal Biomethane facilities. These SoCal Biomethane facilities once operational would be able to take the additional biogas from the reconditioned digesters and deliver the biogas to third parties to produce a positive revenue stream. The agreement detailed the necessary financing and cost recovery terms for SoCal Biogas to recover their capital costs associated with the WWTP improvements through an agreed upon cost sharing arrangement. Once VVWRA is able to pay back the capital investment the revenues

from the sales of the biogas would then become an additional revenue stream for the Authority that could be used to offset member agency costs for the treatment of the wastewater and also lessen the carbon footprint of the WWTP.

The rehabilitation of the digesters 1, 2, and 3 per the original contract requirements has been completed. At that point in the project two issues arose that needed resolution before the project could move forward. The first concern was the roof on digester 2 was found to be faulty and in need of replacement, which was not part of the original project scope. The second concern that was not sufficiently addressed or known was how the increased digestive material would impact the drying beds. Both of these concerns required the project to be put on hold in January 2020. The second concern was reviewed and addressed by the new pumping equipment installed at the gravity belt thickener, approved by the Board of Commissioners on February 27, 2020, that allows thicker sludge to be delivered to all 10 drying beds.

The roof to digester 2 that needed replaced posed a more complex resolution. Without a roof on digester 2 VVWRA would not be able to transfer materials from digesters 4 and 5 to perform the necessary 10 year maintenance, VVWRA did not have available funds to cover the cost of replacing the roof at that time. Discussions on how to move forward with replacing the roof on digester 2 and moving the project forward took place over the next few months and a proposed amendment to the original contract was developed to resolve the concern and is being presented in this report for the Board's consideration.

The discussion on the amendment to the original agreement was expanded beyond the replacement of the roof on digester 2 based on additional capital improvement projects that were a high priority and complimentary to the overall goals of the Gas Collection Agreement. VVWRA staff identified a number of projects in the 2020-21 Capital and Operating budgets, approved on June 18, 2020, that were needed to improve efficiency and capacity of the WWTP and were also beneficial to the gas collection and delivery project. These projects along with further improvements negotiated with SoCal Biogas were discussed to broaden the benefits of the project to the WWTP and the overall gas production of the project to form the scope of work proposed in the First Amendment of the Gas Collection Agreement, (Exhibit 1).

VVWRA has agreed to provide approved funds to the scope of work detailed in the First Amendment to the Gas Collection agreement. These available funds contributed to the project will off-set some of VVWRA's capital pay-back through the revenue sharing agreement. The total of available dollars is \$1,142,995 which will come from the following projects:

1. Capital Project – New ADM/FOG and TWAS feed lines	\$800,000
2. Capital Project – ADM/FOG Receiving Area Improvements	\$117,995
3. Operating Budget – Digester 4-5 Feed Line Modifications	\$175,000
4. Operating Budget – Gas Scrubber Media Replacement	\$50,000
TOTAL	\$1,142,995

The final scope of work per this Amendment will increase the biogas production above the plans in the original Agreement which will increase revenues. The proposed mutually beneficial improvements to the WWTP will enhance treatment operations and provide for greater capacity. The final agreed upon scope of the project includes the following WWTP upgrades:

1. Two additional liquid receiving tanks adjacent to Digester 3 plus modifications to Digesters 1,2, and 3 for feeding of this material

2. Membrane roof for Digester 2 plus PSM mixers
3. Three mixer posts and service boxes for Digesters 4 and 5
4. Grade and pave the ADM receiving area to accommodate two receiving stations and provide drainage to the adjacent Equalization Basin.
5. Additional Flare facility to accommodate up to 1200 scfm of biogas
6. New thickened waste activated sludge (TWAS) line from the existing DAF discharge pump to digesters 1, 2, 3, 4, and 5 supported on above ground pipe rack.

These improvements are being made without the need for 100% of VVWRA capital dollars; they will be paid for through the revenue sharing and once paid for will provide another revenue stream for the Authority to maintain lower wastewater treatment costs to the member agencies. For all of the reasons detailed above, it is recommended that the Board of Commissioners approve the General Manager to execute the first amendment to the Gas Collection Agreement and contract with SoCal Biomethane, LLC upon approval of the amendment by the VVWRA Attorneys.

Attachment(s):

Exhibit 1 – First Amendment to Gas Collection Facilities Lease and Energy Services Agreement

EXHIBIT 1

**FIRST AMENDMENT
TO
GAS COLLECTION FACILITIES LEASE AND ENERGY SERVICES AGREEMENT**

This First Amendment to Gas Collection Facilities Lease and Energy Services Agreement ("Amendment"), dated as of [July __, 2020] ("Effective Date") is entered into by and between SOCAL BIOMETHANE, LLC, a Delaware limited liability company ("Tenant"), and VICTOR VALLEY WASTE WATER RECLAMATION AUTHORITY, a Joint Powers Authority and a Public Agency of State of California organized and existing in the County of San Bernardino under and by virtue of the laws of the State of California ("Landlord").

RECITALS

WHEREAS, Landlord and Tenant are parties to that certain Gas Collection Facilities Lease and Energy Services Agreement dated as of May 9, 2019 ("Agreement"); and

WHEREAS, Landlord and Tenant have agreed upon certain changes to the WWTP, including upgrades to the digesters and improvements in the ADM collection and processing infrastructure, all of which will complement the operational efficiency of the SoCal Biomethane Facilities by improving the digester's capacity to process additional ADM and sustain additional biogas generation (the "WWTP Upgrades"), a description of which is attached hereto as Exhibit A; and

WHEREAS, in addition to the benefit of additional biogas production for the SoCal Biomethane Facilities, Landlord will directly benefit from the construction of the WWTP Upgrades by bolstering redundancy in WWTP operations, providing enhanced processing facilities and operational efficiency and generating increased revenue from the processing of ADM; and

WHEREAS, Landlord and Tenant have agreed upon certain additional infrastructure to improve the ability of the SoCal Biomethane Facilities to collect and deliver biogas from the digesters for sale to third parties (the "Pipeline Improvements"), a description of which is attached hereto as Exhibit B; and

WHEREAS, Tenant has agreed to perform all work related to the WWTP Upgrades in connection with its ongoing work under the Agreement on the SoCal Biomethane Facilities; and

WHEREAS, Landlord and Tenant agree that all work under the Agreement related to the Digester Coatings has been completed and the anticipated cost of the Digester Coatings was less than anticipated; and

WHEREAS, Landlord has agreed to share in the cost of the WWTP Upgrades and Landlord and Tenant have agreed to use the existing cost allocation mechanism in the Agreement to share in the cost recovery risk with respect to the agreed capital expenditures for the WWTP Upgrades and Pipeline Improvements; and

WHEREAS, the Landlord and Tenant desire to amend the Agreement to account for the financing and construction of the WWTP Upgrades;

NOW THEREFORE, in consideration of the mutual promises set forth below, recitals above, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. WWTP Upgrades. Tenant shall undertake the work necessary to design and construct the WWTP Upgrades in accordance with the terms of this Amendment and the WWTP Upgrade Documents.
2. Pipeline Improvements. Tenant shall further undertake the work necessary to design and construct the Pipeline Improvements in accordance with the terms of this Amendment and the Pipeline Improvement Documents.
3. Scope of Work and Cost of WWTP Upgrades. Within ninety (90) days of the execution of the Amendment, Tenant and Landlord will agree in writing on (i) a detailed scope of work for the WWTP Upgrades; (ii) the schedule for completion of the WWTP Upgrades; and (iii) the WWTP Upgrade Cost as set forth in Section 5(c) below. The scope of work, schedule and WWTP Upgrade Cost are collectively referred to herein as the “*WWTP Upgrade Documents*”. The WWTP Upgrades Documents will be subject to the approval of Landlord and Tenant, each in their sole discretion. The WWTP Upgrades will become the property of Landlord upon completion.
4. Scope of Work and Cost of Pipeline Improvements. Within ninety (90) days of the execution of the Amendment, Tenant and Landlord will agree in writing on (i) a detailed scope of work for the Pipeline Improvements; and (ii) the schedule for completion of the Pipeline Improvements. The scope of work and schedule are collectively referred to herein as the “*Pipeline Improvement Documents*”. The Pipeline Improvement Documents will be subject to the approval of Landlord and Tenant, each in their sole discretion
5. Financing and Cost Recovery.
 - a. In recognition of the dual benefit of the WWTP Upgrades, Landlord will contribute the sum of One Million, One Hundred Forty Two Thousand Nine Hundred Ninety Five Dollars (\$1,142,995.00) to the cost of the WWTP Upgrades (“*Landlord Contribution*”), for which Tenant shall invoice Landlord. The payment schedule for the Landlord Contribution will be as set forth in the WWTP Upgrade Documents.
 - b. Except for the Landlord Contribution, Tenant has secured the financing necessary to proceed with the construction of the WWTP Upgrades and the Pipeline Improvements in connection with its financing of the SoCal Biomethane Facilities.
 - c. Landlord and Tenant will agree on a final construction budget for the WWTP Upgrades in the same manner set forth in Section 7(c) of the Agreement (“WWTP Upgrade Cost”). The final actual WWTP Upgrade Cost will be determined and subject to audit in the same manner as is set forth in Section 7(c) of the Agreement.
 - d. The WWTP Upgrade Cost and the cost of the Pipeline Improvements will be added to the capital cost of the SoCal Biomethane Facilities and amortized pursuant to Section

4(b)(iii) as a cost item in the calculation of Net Revenue and will thereby reduce the amount of Additional Rent payable to Landlord.

- e. Upon the occurrence of a Special Termination Event or a termination of the Agreement as a result of Force Majeure pursuant to Section 34 of the Agreement, Landlord agrees to pay to Tenant the WWTP Upgrade Cost minus the sum of the Landlord Contribution and any portion of the amortized capital cost of the WWTP Upgrade Cost that has been actually recovered prior to such termination pursuant to the Net Revenue calculation set forth in Section 4(b)(iii) of the Agreement ("Residual Capital Cost"). Landlord will pay the Residual Capital Cost in equal monthly payments over a term of five (5) years from the date of termination, as Landlord's sole contribution to the stranded capital costs related to the SoCal Biomethane Facilities.
6. Event of Default. A default by Tenant in its obligations under this Amendment shall constitute an Event of Default pursuant to Section 22(a)(v) of the Agreement if not cured within the period set forth therein.
 7. Special Termination Event. In addition to any other termination right set forth in the Agreement, Tenant will have the right to terminate the Agreement without cause in the following circumstances (each, a "Special Termination Event"):
 - a. Prior to the Commercial Operation Date, Tenant makes a reasonable determination that it is not legally or economically feasible to proceed with the SoCal Biomethane Facilities due to the occurrence of events or circumstances that are beyond the reasonable control of Tenant; or
 - b. At any time following the Commercial Operation Date, but not prior to the fifth (5th) anniversary of the Commercial Operation Date, Tenant makes a reasonable determination that it is no longer economically feasible to continue the operation of the SoCal Biomethane Facilities.

Tenant will give Landlord no less than ninety (90) days notice of a termination pursuant to this section.

8. Additional Provisions.

- a. The third sentence of Section 3 of the Agreement shall be replaced with the following:

"Tenant will have the option, in its sole discretion, to extend the Term for two additional five (5) year periods provided that there is no Event of Default continuing beyond applicable cure periods at the time of Tenant's exercise of such option."
- b. Landlord's contact information in Section 26 of the Agreement is amended to reflect notices should be directed to the attention of Darron Poulsen, email dpoulsen@vwwra.com.

9. Nature of Amendment. Except as expressly set forth herein, the Agreement shall remain in full force and effect. All terms defined in the Agreement shall have the same meaning when used in this Amendment. This Amendment and the Agreement shall be read together, as one document. In the event there is any inconsistency between the terms hereof and the Agreement, this Amendment shall control.
10. Effective Date: No Defaults. Landlord and Tenant further certify and affirm that as of the date of this Amendment, (i) there is not yet a defined Effective Date, and (ii) there exists no default by Landlord of the Agreement or Event of Default as defined in the Agreement, nor any condition, act or event which with the giving of notice or the passage of time or both would constitute any such Landlord default or Event of Default.

[signature page follows]

IN WITNESS WHEREOF, Landlord and Tenant have executed this Amendment as of the date first set forth above.

SOCAL BIOMETHANE, LLC

a Delaware limited liability company

By: _____

Name: Arun Sharma

Title: President

VVWRA:

VICTOR VALLEY WASTEWATER RECLAMATION
AUTHORITY

By: _____

Name: Darron Poulsen

Title: General Manager

EXHIBIT A

SCOPE OF WORK FOR WWTP UPGRADES

1. Two additional liquid receiving tanks adjacent to Digester 3 plus modifications to feed Digesters 1, 2 and 3.
2. Membrane roof for Digester 2 plus two PSM mixers.
3. Three mixer posts and service boxes for each of Digesters 4 and 5.
4. Grade and pave the ADM (anaerobically digestible material) receiving area to accommodate 2 truck unloading stations and provide drainage to the adjacent Equalization Basin. The paved area shall include the Third ADM storage tank.
5. Additional flare facility (third addition to existing two flares) to accommodate up to 1200 scfm of biogas production.
6. New TWAS (Thickened Waste Activated Sludge) line from the existing DAF discharge pump to digesters 1, 2, 3, 4 and 5 supported on an above ground pipe rack.

EXHIBIT B

SCOPE OF WORK FOR PIPELINE IMPROVEMENTS

1. New biogas collection piping and instrumentation from digesters 1, 2, 3, 4 and 5 to convey all biogas generated in the digesters to the inlet of the SoCal Biomethane system supported on an above ground pipe rack.



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

TO: VVWRA Board of Commissioners
FROM: Darron Poulsen, General Manager
SUBMITTED BY: Latif Laari, Business Applications Manager
DATE: 7/16/2020
SUBJECT: **APPROVE THE AMENDMENT OF TRIMAX'S PLC
REPLACEMENT PROJECT CONTRACT TO INCLUDE PHASE 2**

<input checked="" type="checkbox"/>	For Action	<input checked="" type="checkbox"/>	Fiscal Impact	\$447,600.00
<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Account Code: 01-02-545-6022-9999	
		<input checked="" type="checkbox"/>	Funds Budgeted/ Approved: YES	

STAFF RECOMMENDATION

It is recommended that the Board of Commissioners approve an amendment of Trimax's Programmable Logic Controllers (PLC) replacement project contract to include phase 2 in the amount of \$447,600.00

PREVIOUS ACTION(S)

December 19, 2019 the Board of Commissioners approved a contract for the Programmable Logic Controllers (PLC) Replacement Project Phase 1 to Trimax in the amount of \$470,142.00

BACKGROUND INFORMATION

A thorough condition assessment of the Regional Wastewater Reclamation Plant PLC's was performed by staff in 2018 and reported to the board in April 2019. That report revealed the following:

1. Out of 23 PLC's currently used at the Regional Plant, 12 are older model PLC5 by Allen Bradley. This PLC model has been discontinued by the manufacturer and is now obsolete.
2. Allen Bradley no longer provides support or replacement parts for this specific model.
3. The potential failures of these PLC's could lead to violations of the NPDES and WDR permits.

Utilizing the information identified in the study, staff designed a multiyear project to address the necessary repairs and replacements of 12 obsolete PLC's

- Phase 1 of the project was developed and approved as part of the fiscal year 2019-20 Capital Budget. The scope for phase I was designed to address the most pressing concerns.
- Phase 2 of the project was developed and approved as part of the fiscal year 2020-21 Capital project

To allow Trimax to continue working on this project uninterrupted, staff recommends the amendment of Trimax's existing contract to include phase 2 in the amount of \$447,600.00

If this contract amendment is approved, Trimax, Inc. will design and provide all needed material, equipment, and labor to replace 4 existing PLC5 and SLC505 PLC cabinets with new ControlLogix and CompactLogix PLC's. The new PLC's will have sufficient cards to communicate with all existing remote sites and will also have provisions for adding future cards, allowing the system to be scalable. The work scope also includes providing new mounting panels, control cabinets, updated PLC programs, modifications to SCADA tags, drawings and documentation, changes to the HMI's, and start-up services. Key performance factors identified for this upgrade include:

- o PLC upgrade for improved speed and distributed access.
- o Elimination of obsolete PLC technology
- o Improved system reliability.
- o Improved system communications speed.
- o Improved system security with wireless communication technology.

Phase 2 PLC Replacement Project List:

PLC#	Area	PLC Name	Exhibit
1	Digester, Sludge System	PLC BLO	1
2	Percolation Pond Pumps PLC	PLC PPS	1
3	Aeration PLC	PLC PLACER	1
4	Aeration PLC 2	PLC BLO 2	1

Attachment(s):

Exhibit (1) – TRIMAX PLC REPLACEMENT PHASE 2 WORKSCOPE

EXHIBIT 1



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

TRIMAX BREA
 565 Explorer Street
 Brea, CA 92821
 714.255.8590
www.trimaxsystems.com

Victor Valley Wastewater Reclamation Authority Change Order Request # 3 Add stage 2 Panels

Date submitted 5-8-2020

Date Change Order Required 6-8-2020

Summary – Modify the existing contract to add the below panels to the existing scope of work.

Reference Technical Proposal and add the second stage

After the panels mentioned in the first stage the areas/PLCs will be replaced:

Add “In the second stage the following panels/PLCs will be replaced”

- **Digester, Sludge System (PLC BLO)**
- **Percolation Pond Pump (PLC PPS)**
- **Aeration (Placer)**
- **Aeration (PLC BLO 2)**

Reference Fixed Fee Proposal and add the following items

Digester, Sludge System (PLC BLO) – Area 5 – LCP-1500

Item	Description of Project Task Performed	Price
1	<ul style="list-style-type: none"> • Hardware and back panel preparation for PLC BLO • Engineering and Panel Drawings 	\$ 85,100.00
2	<ul style="list-style-type: none"> • Engineering Study and preparation of documentation, including drawings 	\$ 18,000.00
3	<ul style="list-style-type: none"> • PLC and SCADA Programming 	\$ 25,500.00
4	<ul style="list-style-type: none"> • Installation of back panels and local HMI • I/O Loop Testing 	\$ 6,200.00
5	<ul style="list-style-type: none"> • Startup – commissioning and testing of PLC functions and SCADA operation 	\$ 12,700.00
		\$ 147,500.00



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Percolation Pond Pump (PLC PPS) -Area 14 – LCP-5900

Item	Description of Project Task Performed	Price
6	<ul style="list-style-type: none"> Hardware and back panel preparation for PLC PPS Engineering and Panel Drawings 	\$ 52,300.00
7	<ul style="list-style-type: none"> Engineering Study and preparation of documentation, including drawings 	\$ 12,200.00
8	<ul style="list-style-type: none"> PLC and SCADA Programming 	\$ 17,400.00
9	<ul style="list-style-type: none"> Installation of back panel I/O Loop Testing 	\$ 4,900.00
10	<ul style="list-style-type: none"> Startup – commissioning and testing of PLC functions and SCADA operation 	\$ 9,000.00
		\$ 95,800.00

Aeration (Placer) – Area 4 – PLC AER

Item	Description of Project Task Performed	Price
11	<ul style="list-style-type: none"> Hardware and back panel preparation for PLC AER Engineering and Panel Drawings 	\$ 54,800.00
12	<ul style="list-style-type: none"> Engineering Study and preparation of documentation, including drawings 	\$ 12,200.00
13	<ul style="list-style-type: none"> PLC and SCADA Programming Local HMI – SCADA Client Programming 	\$ 18,600.00
14	<ul style="list-style-type: none"> Installation of back panel and local HMI I/O Loop Testing 	\$ 4,800.00
15	<ul style="list-style-type: none"> Startup – commissioning and testing of PLC functions and SCADA operation 	\$ 9,000.00
		\$ 99,800.00



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Aeration (PLC BLO 2) – Area 6 – CP-15 PLC-15

Item	Description of Project Task Performed	Price
16	<ul style="list-style-type: none"> Hardware and back panel preparation for PLC BLO 2 Engineering and Panel Drawings 	\$ 54,800.00
17	<ul style="list-style-type: none"> Engineering Study and preparation of documentation, including drawings 	\$ 12,600.00
18	<ul style="list-style-type: none"> PLC and SCADA Programming 	\$ 18,600.00
19	<ul style="list-style-type: none"> Installation of back panel for PLCEQ in new(existing) panel Demo of existing PLC panel to terminal junctions and wiring to new PLC location I/O Loop Testing 	\$ 4,800.00
20	<ul style="list-style-type: none"> Startup – commissioning and testing of PLC functions and SCADA operation 	\$ 9,000.00
21	<ul style="list-style-type: none"> Door Computer - Ignition 	4,700.00
		\$ 104,500.00

Total Change Order Cost

• Digester Sludge System PLC BLO	\$ 147,500.00
• Percolation Pond Pump PLC PPS	\$ 95,800.00
• Aeration Placer PLC AER	\$ 99,800.00
• <u>Aeration PLC BLO 2</u>	\$ 104,500.00

Total Project Cost \$ 447,600.00



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Project Bid Clarifications

- 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:
 - Software Licenses
 - 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.
 - Antenna tower and/or mast
 - Spare Parts
 - Seismic Calculations
 - Raceway Systems Drawings
 - 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
 - Signal loop diagrams for equipment not furnished by Trimax.

Terms and Conditions

- Quote is firm for 60 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.

Trimax, A Tesco Control Co.
Project No. – P-3100
Submittal No. – COR-03



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

TO: VVWRA Board of Commissioners
FROM: Darron Poulsen, General Manager
SUBMITTED BY: Latif Laari, Business Applications Manager
DATE: 7/16/2020

**SUBJECT: APPROVE THE AMENDMENT OF DUDEK EXISTING
CONTRACT TO ADD THE FINAL PHASE (#3) OF THE
INTERCEPTOR RISK ANALYSIS STUDY**

<input checked="" type="checkbox"/> For Action	<input checked="" type="checkbox"/> Fiscal Impact	\$173,600.00
<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Account Code: 01-02-545-8105-9999	
	<input checked="" type="checkbox"/> Funds Budgeted/ Approved: YES	

STAFF RECOMMENDATION

It is recommended that the Board of Commissioners approve an amendment of Dudek’s existing contract to complete the final work for the Interceptor Risk Analysis study in an amount not to exceed \$173,600.00.

PREVIOUS ACTION(S)

September 20, 2018 the Board of Commissioners approved a contract with Dudek Engineering to begin work on Interceptor Capacity Evaluation Study in the amount of \$127,810

December 19, 2019 the Board of Commissioners approved a contract with ADS Environmental to perform a flow study for the Interceptor Risk Analysis Study in the amount of \$50,000

BACKGROUND INFORMATION

At the August 2018 Board meeting action was taken to perform an audit on VVWRA’s Sanitary Sewer Management Plan (SSMP) which is required to be updated every five years. To complete this audit, staff recommended that the Sewer Master Plan (Master Plan) be updated to develop an accurate hydraulic model. The Master Plan was last updated by RBF in 2008 and was based on assessments of the hydraulics, physical condition, and maintenance of the collection system. The Master Plan outlines recommendations and improvements to provide adequate hydraulic capacity and improve the reliability of the collection system.

During phase 1 of the project Dudek performed an in-depth exploration of the existing capacity limitations of the Authority's interceptor system. The ICS was limited in scope to only analyzing existing flow conditions in the system. Pipeline segments that did not meet design criteria were identified and accounted for as part of the first phase of recommended improvements. The results of this study were presented to the Board in March of 2019.

During the winter of 2019 Dudek began work on phase 2 of the project. The scope of this phase of the project included an overall capacity validation using the individual member agency flow meter data and comparative flow data during significant storm events. During the winter of 2019, several significant storm events provided important data for assessing the impacts of rainfall dependent inflow and infiltration (RDII). The data from these events was used in the ICS to better stress the interceptor system under a peak wet weather flow (PWWF) analysis in the hydraulic model. Also included in the phase 2 analysis were the growth projections for the next 10 years from the surrounding communities, Apple Valley, Hesperia, Victorville, County of San Bernardino. These two sources of additional data were added into the model to perform the "second pass" analysis to project the ultimate buildout capacity improvements needed for the interceptor system for the next 10 years.

To further refine ICS a third phase was sought to provide validation for concerns identified in specific segments of the interceptor system. To aid in the completion of this phase of the project an additional contract with ADS Environmental was developed to install flow meters at strategic points within the interceptor system to validate capacity restrictions predicted by the hydraulic model.

With this approved amendment, the scope of work identified in Exhibit (1), Dudek will perform an additional hydraulic analysis in this phase of the project to fine-tune the model results utilizing the ADS data. During the summer and fall of 2020 Dudek will also analyze data captured during the low flow periods from existing field data (CCTV, sonar) which will be used to assess the condition of limited capacity areas. All of this information will be used to support the prioritization of necessary projects. The final deliverable will be a prioritization of improvement projects based on anticipated 10-year flow projections and infrastructure condition ratings.

Attachment(s):

Exhibit (1) – Dudek Proposal Interceptor Risk Analysis

EXHIBIT 1

March 29, 2019

Victor Valley Water Reclamation Authority
Attn: General Manager
20111 Shay Road
Victorville, CA 92394

Subject: Proposal for Interceptor Risk Analysis

Dudek appreciates the opportunity to provide the following proposal to the Victor Valley Water Reclamation Authority (VWRA or Authority) for the above referenced project. The following sections of this proposal outline Dudek's understanding, approach and scope of services, fee estimate, and schedule for this project.

Project Understanding and Approach

Phase 1: Phase 1 of the Interceptor Capacity Study (ICS) began with an in-depth exploration of the existing capacity limitations of the Authority's interceptor system. The ICS was limited in scope to only analyzing existing flow conditions in the system. Pipeline segments that did not meet design criteria were identified and accounted for as part of the first phase of recommended improvements. Final recommendations for overall capacity validation and improvement projects needs to account for future growth of the communities being served. This proposal covers Phases 2 and 3 of the Interceptor Capacity Analysis Approach memorandum flow chart to validate project recommendations for the next 10 years.

The approach for Phases 2 and 3 are broken down as follows:

Phase 2: Winter 2019 brought several larger storm events, providing potentially improved data for assessing the impacts of rainfall dependent inflow and infiltration (RDII). In Phase 2, member agency flow meter data from winter 2019 will be used to isolate largest storm event from the previous storm used in the ICS to better stress the interceptor system under a peak wet weather flow (PWWF) analysis in the hydraulic model. Additionally, growth projections from the surrounding communities (Apple Valley, Hesperia, Victorville, County of San Bernardino) will be developed (10-year and buildout) based on available planning information for those area. These two sources of additional data will be input into the model to perform the "second pass" analysis and project ultimate buildout capacity improvement needs for the interceptor system.

Phase 3: In Phase 3, ADS Environmental flow meters will be installed within the interceptor system itself, in January 2020 (separate contract), and used to validate capacity restrictions predicted by the hydraulic model. Additional hydraulic analysis is anticipated to fine-tune results. Also in this phase, during the lower flow periods of summer or fall, field work and existing field data (CCTV, sonar) will be used to assess condition of capacity limited areas to support prioritization of project needs. Prioritization of improvement projects based on anticipated 10-year flows and infrastructure condition ratings and consideration of system performance in addition to design criteria, will be used

to perform the “third pass” analysis and develop a 10-year capacity improvement plan for the interceptor system.

This approach will be executed using the following Scope of Work.

Scope of Work

Task 1. Data Collection and Review

This task includes collection and review of data necessary for Phases 2 and 3 of the analysis. VVWRA sub-regional flow meter and plant flow meter data for winter 2019 (October 2018 through March 2019) will be used for developing the projected 10 year storm event. For growth projections, planning information will be gathered from Victorville, Hesperia, Apple Valley and San Bernardino County, with anticipated data to include general plans, sewer master plans and other planning documents that project future sewer and/or community growth.

Task 2. 2019 Flow Meter Data Model Update

Flow meter data from winter 2019 will be reviewed to identify the most intense regional storm event for use in the updated interceptor capacity analysis. According to NOAA rain gauges in the area, a large multi-day regional storm occurred in the area on February 2, 2019 that resulted in over 2-inches of rainfall over a 24-hour period in south Hesperia, the area feeding the Hesperia and SAFARI interceptors. The model will be updated with the latest flow meter data and compared to flow meter data for the Regional Wastewater Reclamation Facility (RWWRf). Potential issues within the interceptor system will be evaluated as part of this comparison. As part of this task, a flow metering plan for the installation of flow meters within the interceptor system itself, will be developed and provided to the Authority for use in a winter 2020 flow metering study with ADS Environmental.

Task 3. Member Agency Growth Projections

General plan, agency sewer master plan and other community growth projection information will be used to develop a growth curve for each member agency. These growth curves will project wastewater needs at both 10-year (2030) and buildout. These curves will be used to develop future hydraulic modeling demand scenarios 2030 and buildout for use in Tasks 4 and 5.

Victorville is the largest single contributor to the VVWRA system. According to their 2016 sewer master plan, they are anticipating an over 67% increase in overall development to year 2040. As the member agency with the largest volume of flow in the interceptor system, we anticipate the majority of this task focused on projections for this agency. Based information collected in Task 1 and the outcomes of the Victorville growth analysis, projection estimates for the other three agencies will be estimated and utilized to develop growth curves.

Depending on the availability of information available electronically, one or more meetings with each agency may be necessary to develop the 10-year and build-out projection of population and potential sewer generation potential based on planned development and land use. Fee assumes up to four (4) conference call meetings with member agencies.

Task 4. Updated Capacity Analysis and Buildout Needs

The existing hydraulic model will be used to run an updated capacity analysis based on information from Tasks 2 and 3 to determine buildout capacity improvement needs as part of the “second pass” analysis. As with the first past analysis in the ICS, this analysis will evaluate the system against system design criteria. Anticipated capacity improvement projects at buildout will be developed to give the Authority a long-range look at potential future needs. This task concludes the Phase 2 analysis and results will be summarized in a technical memorandum.

Deliverables: Draft and final technical memorandum summarizing Phase 2 of the Interceptor Risk Analysis, in electronic format.

Task 5. Interceptor Capacity Validation with Winter 2020 Flow Meter Data

This project assumes the Authority will gather flow metering data from ADS Environmental, pursuant to the flow metering plan developed in Task 2, for use by Dudek in this analysis (not a part of this contract). Once available, the flow meter data will be used in Task 5 to validate the hydraulic model results and confirm capacity restrictions currently being found in the interceptor system. It is anticipated that model input data revisions may need to be made (e.g. pipe inverts, slope material, roughness coefficients, etc.) to simulate the latest ADS flow metering data. Following model revisions, updated buildout and 2030 PWWF capacity analyses will be performed, evaluated in this “third pass” analysis against system performance criteria. Performance criteria will be developed with input from the Authority and will allow for a more holistic consideration at segments that do not meet the strict depth over diameter (d/D) design criteria. For example, the Authority may allow a higher maximum d/D, or even short term low level surcharging during the simulated storm event to utilize existing system capacity before triggering the need for an improvement project. Consideration of the location of subject pipeline segments, and their condition/age (Task 6) will also be a factor during the third pass.

Task 6. Field Verification

Up to three (3) days of field work is assumed for our team to work along VVWRA operations staff to conduct inspections and visual assessments at existing interceptor manholes to identify condition concerns. Inspection is limited to visible condition from the surface. Additionally, available CCTV and sonar will be reviewed to better assess condition of proposed capacity improvement areas for use in prioritizing projects. A condition score will be applied to each proposed 10-year (2030) capacity improvement projects. The results of this task will be summarized in a technical memorandum.

Deliverables: Draft and final Field Data Results technical memorandum.

Task 7. Project Prioritization and 10-Year CIP

Resulting data from Tasks 5 and 6 will be used to prioritize capacity improvement projects and develop projects for inclusion in the Authority’s 10-year (2030) capital improvement program (CIP). Estimated project costs will be developed for both the 10-year (2030) and projected buildout projects.

Deliverable: Table of prioritized, 10-year CIP projects and associated costs.

Task 8. Report Preparation

A draft report submittal presenting the results of the second and third pass analyses performed as part of this Interceptor Risk Analysis will be developed and provided to the Authority for comment. Comments will be incorporated into the final report.

Deliverables: Draft and final version of the Interceptor Risk Analysis in electronic format. Hard copies available upon request.

Task 9. Project Management and Meetings

In addition to schedule, QA/QC and budget control, it is assumed that the project will consist of one project kickoff meeting, four (4) additional meetings and one final Board presentation. The four meetings are assumed to be in-person to present findings of the study to the Engineering and/or Finance Committees. Additional meetings are assumed to be held via conference call.

Deliverables: Agendas, meeting minutes, schedule updates, progress reports, invoices and presentation materials.

Estimated Level of Effort and Fee

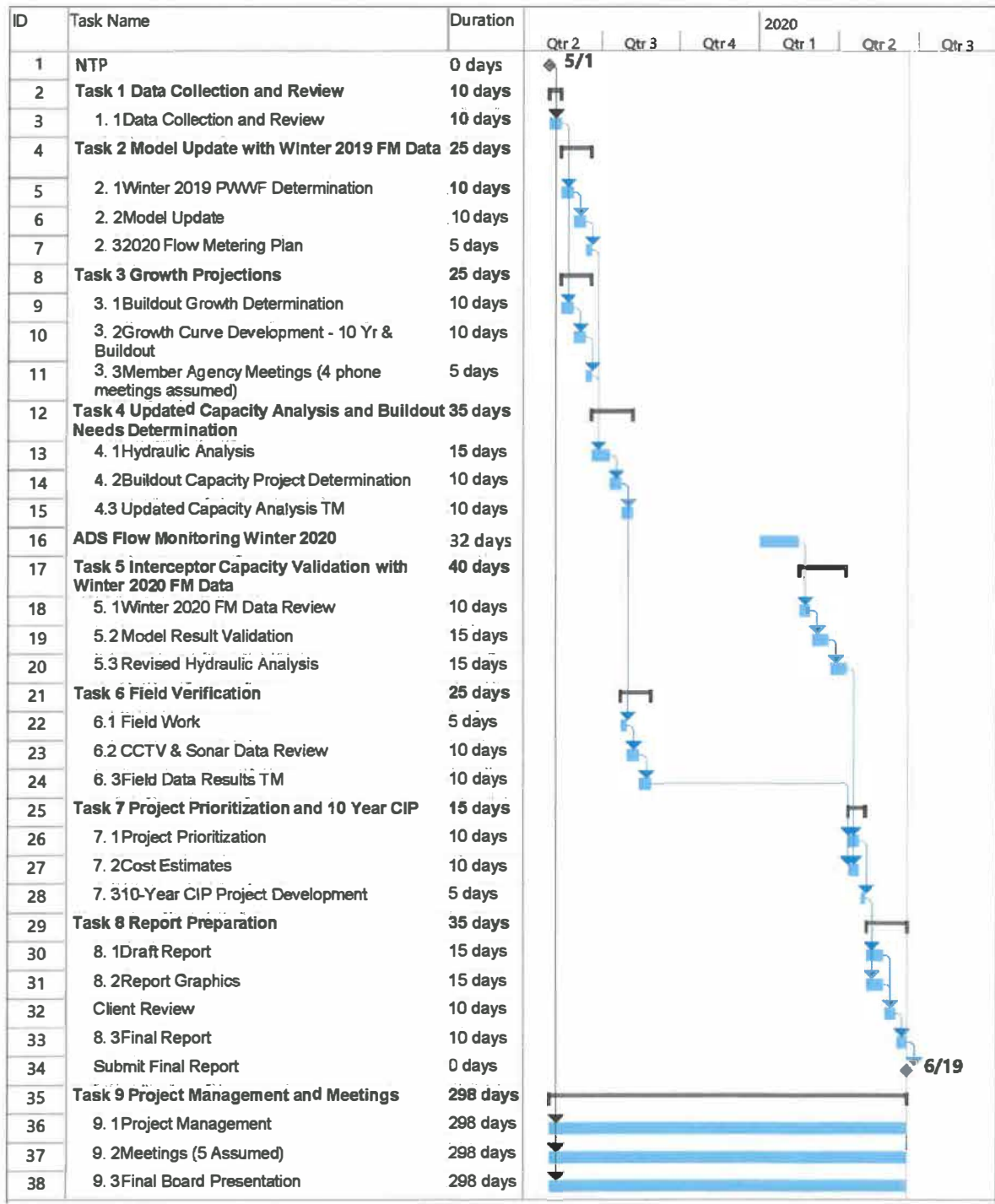
Table 4 presents Dudek's estimate level of effort and associated fee.

Victor Valley Wastewater Reclamation Authority

Interceptor Risk Analysis
 DUDEK FEE ESTIMATE
 1/8/2020

Dudek Labor Hours and Rates											
Project Team Role:		PIC - QA/QC	Project Manager	Condition Assessment	Modeling	Project Engineer	Admin	TOTAL DUDEK HOURS	DUDEK LABOR COSTS	OTHER DIRECT COSTS	TOTAL FEE
Team Member:		R. Bergholz	E. Caliva	B. Tran	I. Crano	H. Dodd	M. Kinney				
Billable Rate:		\$270	\$230	\$215	\$205	\$185	\$135				
Task 1	Data Collection and Review										
1.1	Data Collection and Review		8		8	16		32	\$ 6,440		\$ 6,440
	Subtotal Task 1		8		8	16		32	\$ 6,440	\$ -	\$ 6,440
Task 2	Model Update with Winter 2019 FM Data										
2.1	Winter 2019 PWWF Determination	2	4			16		22	\$ 4,420		\$ 4,420
2.2	Model Update	2	4		8	4		18	\$ 3,840		\$ 3,840
2.3	2020 Flow Metering Plan		4		8			12	\$ 2,560		\$ 2,560
	Subtotal Task 2	4	12		16	20		52	\$ 10,820	\$ -	\$ 10,820
Task 3	Growth Projections										
3.1	Buildout Growth Determination	2	8			40		50	\$ 9,780		\$ 9,780
3.2	Growth Curve Development - 10 Yr & Buildout	2	4			16		22	\$ 4,420		\$ 4,420
3.3	Member Agency Meetings (4 phone meetings assumed)	8	8					16	\$ 4,000		\$ 4,000
	Subtotal Task 3	12	20			56		88	\$ 18,200	\$ -	\$ 18,200
Task 4	Updated Capacity Analysis and Buildout Needs Determination										
4.1	Hydraulic Analysis	4	16		24	4		48	\$ 10,420		\$ 10,420
4.2	Buildout Capacity Project Determination	2	8		16			26	\$ 5,660		\$ 5,660
4.3	Updated Capacity Analysis FM	2	8		8	4	2	24	\$ 5,030		\$ 5,030
	Subtotal Task 4	8	32		48	8	2	98	\$ 21,110	\$ -	\$ 21,110
Task 5	Interceptor Capacity Validation with Winter 2020 FM Data										
5.1	Winter 2020 FM Data Review	2	8			16		26	\$ 5,340		\$ 5,340
5.2	Model Result Validation	2	8		16	8		34	\$ 7,140		\$ 7,140
5.3	Revised Hydraulic Analysis	4	8		24	4		40	\$ 8,580		\$ 8,580
	Subtotal Task 5	8	24		40	28		100	\$ 21,060	\$ -	\$ 21,060
Task 6	Field Verification										
6.1	Field Work	4	8	28		28		68	\$ 14,120	\$ 1,000	\$ 15,120
6.2	CCIV & Sonar Data Review			16		16		32	\$ 6,400		\$ 6,400
6.3	Field Data Results FM	2	4	8		8	2	24	\$ 4,930		\$ 4,930
	Subtotal Task 6	6	12	52		52	2	124	\$ 25,450	\$ 1,000	\$ 26,450
Task 7	Project Prioritization and 10 Year CIP										
7.1	Project Prioritization	4	8	8	8	8		36	\$ 7,760		\$ 7,760
7.2	Cost Estimates	4		16				20	\$ 4,520		\$ 4,520
7.3	10-Year CIP Project Development		4			8		12	\$ 2,400		\$ 2,400
	Subtotal Task 7	8	12	24	8	16		68	\$ 14,680	\$ -	\$ 14,680
Task 8	Report Preparation										
8.1	Draft Report	8	40	8	8	8	4	76	\$ 16,740		\$ 16,740
8.2	Report Graphics		4		24	4		32	\$ 6,580		\$ 6,580
8.3	Final Report	4	20	4	4	4	4	40	\$ 8,640		\$ 8,640
	Subtotal Task 8	12	64	12	36	16	8	148	\$ 31,960	\$ -	\$ 31,960
Task 9	Project Management and Meetings										
9.1	Project Management		16					16	\$ 3,680		\$ 3,680
9.2	Meetings (5 Assumed)	30	30					60	\$ 15,000	\$ 1,000	\$ 16,000
9.3	Final Board Presentation	6	6					12	\$ 3,000	\$ 200	\$ 3,200
	Subtotal Task 9	36	52					78	\$ 21,680	\$ 1,200	\$ 22,880
Total Non-Optional Hours and Fee		94	236	88	156	212	12	798	\$ 171,400	\$ 2,200	\$ 173,600
Percent of Hours:		12%	30%	11%	20%	27%	2%	100%			

Schedule



Victor Valley Water Reclamation Authority
Subject: Proposal for Interceptor Risk Analysis

We appreciate the Authority's consideration to provide consulting services for the Interceptor Risk Analysis. We hope that our proposed project approach, highly experienced team and relevant experience are favorable in the selection of a consultant for your project. If you have any questions or wish to discuss our qualifications, please contact Elizabeth Caliva at 760.479.4114 or ecaliva@dudek.com.

Sincerely,



Elizabeth Caliva, P.E.
Project Manager

Victor Valley Wastewater Reclamation Authority



Financial and Cash Report

June 2020

Executive Summary of Financial Statements

For the Month Ended June 30, 2020

1. Cash balance at June 30, 2020 is \$11.05 million with reserves required for operations including repairs and replacement. The agreements with State Water Resources Control Board require we maintain the loan principal and interest payment amount for the following year.

	Current Balance
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	1,711,942
Total Cash	\$ 11,053,701

2. The June 2020 financial statements show a deficit of \$498,181 (a cumulative year-to-date deficit of \$7,788,846) after \$1.02 million (cumulative \$12.54 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 was estimated using an average monthly user fees during this fiscal year and is lower than a budgeted monthly average amount by \$4,593. Compared to the budget, the year-to-date user fee revenue is lower by \$55,121 for the period from July 1, 2019 to June 30, 2020. The current month connection fee revenue is also lower than a budgeted monthly average by \$83,551. Compared to the budget, the year-to-date connection fee revenue is lower by \$823,137 for the period from July 1, 2019 to June 30, 2020. The expenses are what the staff actually processed during the month that may not match corresponding revenues. The staff will record matching expenses by accruing incurred costs when we close the book.

C Keagy

Chieko Keagy, Controller

Victor Valley Wastewater Reclamation Authority
CASH AND RESERVE SUMMARY
 June 30, 2020

G/L Account	Description	Balance	
1000	DCB Checking Account	\$ 1,113,000	
1030	DCB Sweep Account	2,005,052	
1075	Cal TRUST	6,528,570	
1070	LAIF	1,407,079	\$65 mil Max
	Total Cash	<u>\$ 11,053,701</u>	
		<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	1,711,942	-	
Total Cash	<u>\$ 11,053,701</u>	<u>\$ 4,882,810</u>	<u>\$ 4,458,949</u>

SRF LOAN PAYMENTS:

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

Payment Schedule

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

Victor Valley Wastewater Reclamation Authority
Statement of Net Position
June 30, 2020

<i>Assets and Deferred Outflows of Resources</i>	2020
Current assets:	
Cash and cash equivalents	\$ 11,018,923
Interest receivable	35,774
Accounts receivable	3,940,151
Receivable from FEMA Grants	2,973,168
Accounts receivable - Other	8,136
Allowance for Doubtful Accounts	(92,272)
Materials and supplies inventory	98,425
Prepaid expenses and other deposits	<u>119,450</u>
Total current assets	<u>18,101,754</u>
Fixed assets:	
Capital assets not being depreciated	3,681,203
Capital assets being depreciated	<u>178,494,943</u>
Total capital assets	<u>182,176,146</u>
Total assets	<u>200,277,901</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>\$ 202,292,728</u>
 <i>Liabilities, Deferred Inflows of Resources, and Net Position</i>	
Current liabilities:	
Accounts payable and accrued expenses	\$ 589,337
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>2,755,708</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	246,388
Loans payable	77,888,205
Net pension liability	5,641,328
Other payables	<u>1,678</u>
Total non-current liabilities:	<u>87,150,829</u>
Total liabilities	<u>89,906,536</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>(7,788,846)</u>
Total net position	<u>112,297,565</u>
Total	<u>\$ 202,292,728</u>

Victor Valley Wastewater Reclamation Authority
Revenues and Expenses
Operations and Maintenance
For the Month Ended June 30, 2020

	Actual June 2020	YTD Actual FY 19-20	Approved Budget FY 19-20
REVENUES			
User Charges	\$ 1,202,132	\$ 14,425,579	\$ 14,480,700
Sludge Flow Charge	-	110,915	120,000
High Strength Waste Surcharges	-	16,417	20,000
ADM FOG Tipping Fee Revenue	16,073	192,879	250,000
Septage Receiving Facility Charges	-	561,811	600,000
Reclaimed Water Sales	-	14,830	25,000
Potable Well Water Sales	-	1,221	-
Interest	109	1,338	-
Pretreatment Fees	3,100	49,600	50,000
Finance Charge	-	-	-
Grant - FEMA/Cal-EMA	178,990	536,624	-
Grant - Proposition 1	-	-	-
Grant- Other State and Federal	-	-	-
Grant- CEC Microgrid	-	-	-
Sale of Assets, Scrap, & Misc Income	247	115,736	1,200
Total REVENUES	\$ 1,400,649	\$ 16,026,949	\$ 15,546,900
EXPENSES			
Personnel	\$ 364,936	\$ 4,428,762	\$ 4,589,786
Maintenance	84,481	1,273,469	2,236,156
Operations	198,928	3,105,408	3,433,513
Administrative	32,080	1,634,794	1,823,605
Construction	-	45,883	-
Total EXPENSES	\$ 680,426	\$ 10,488,316	\$ 12,083,060
Revenues over Expenses before Depreciation, Debt Service and Transfers	\$ 720,223	\$ 5,538,633	\$ 3,463,840
Depreciation Expense	1,023,201	12,537,958	-
FEMA CalOES Retention	-	-	-
DEBT SERVICE			
SRF Principal	-	-	2,039,479
SRF Interest	284,155	729,692	721,656
	\$ 284,155	\$ 729,692	\$ 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	\$ (587,133)	\$ (7,729,016)	\$ -

Victor Valley Wastewater Reclamation Authority
Revenues and Expenditures
Repairs and Replacement
For the Month Ended June 30, 2020

	Actual June 2020	YTD Actual FY 19-20	Approved Budget FY 19-20
	<u> </u>	<u> </u>	<u> </u>
REVENUES			
R&R Revenues	\$	\$	\$
Total REVENUES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
OTHER FINANCING SOURCES			
Interfund Transfer	\$ -	\$ -	\$ 1,963,621
CAPITAL EXPENSES			
Personnel	\$ -	\$ -	\$ -
Maintenance	1,842	669,010	1,896,326
Operations	-	3,592	-
Administrative	19,168	114,142	145,000
Construction	-	108,185	625,000
Total CAPITAL EXPENSES	<u>\$ 21,011</u>	<u>\$ 894,929</u>	<u>\$ 2,666,326</u>
EMERGENCY EXPENSES			
Drying Bed Capacity Emergency	23,385	231,862	-
	<u>23,385</u>	<u>231,862</u>	<u>-</u>
Revenues over Expenses before Debt Service and Transfers	<u>\$ (21,011)</u>	<u>\$ (894,929)</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>\$ (44,395)</u>	<u>\$ (1,126,791)</u>	<u>\$ -</u>

Accrual Basis

Victor Valley Wastewater Reclamation Authority
Revenues and Expenditures
CAPITAL
For the Month Ended June 30, 2020

	Actual June 2020	YTD Actual FY 19-20	Approved Budget FY 19-20
REVENUES			
Connection Fees	\$ 104,335	\$ 1,431,488	\$ 2,254,625
Title 16 Grant - Subregional	-	-	-
Grant- Water Recycling	-	-	-
Sale of Assets, Scrap, & Misc Income	-	0	-
Interest	8,642	176,734	50,000
Proposition 1 Grant	-	-	-
Proposition 84 Grant	-	-	-
CEC Microgrid Grant	128,845	225,499	-
FMV Adjustment	-	-	-
Grant - FEMA/Cal-EMA	-	-	-
Total REVENUES	\$ 241,822	\$ 1,833,721	\$ 2,304,625
CAPITAL EXPENSES			
Personnel	\$ 13,757	\$ 322,177	\$ 384,912
Maintenance	-	-	-
Operations	-	-	170
Administrative	-	-	50,000
Construction	-	39,188	550,000
Total CAPITAL EXPENSES	\$ 13,757	\$ 361,365	\$ 985,082
Revenues over Expenses before Debt Service and Transfers	\$ 228,065	\$ 1,472,356	\$ 1,319,543
DEBT SERVICE			
SRF Principal	\$ -	-	\$ 1,981,331
SRF Interest	94,718	405,395	405,395
	\$ 94,718	\$ 405,395	\$ 2,386,726
FUND TRANSFERS IN			
Capital Recovery - Septage from O&M	\$ -	-	\$ -
Interfund Loan Payment from O&M	-	-	(1,963,621)
Total FUND TRANSFERS IN	\$ -	\$ -	\$ (1,963,621)
FUND TRANSFERS OUT			
Salary/Benefits Charge to O & M	\$ -	-	\$ -
Admin Charge to O & M	-	-	-
Total FUND TRANSFERS OUT	\$ -	\$ -	\$ -
Excess Revenues Over Expenses	\$ 133,347	\$ 1,066,961	\$ (3,030,804)

Accrual Basis

VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
SRF LOAN SUMMARY
June 30, 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	2	4	12	13	17	28	28	Varies
DEBT SERVICE								
Loan Outstanding Balance	1,130,489.51	971,157.57	10,414,458.82	2,789,845.40	3,914,785.42	24,923,159.02	35,571,316.18	79,715,211.92
Principal Paid to Date	8,395,077.49	3,113,530.43	5,303,208.84	1,496,534.60	580,427.37	1,532,069.82	2,187,068.63	22,607,917.18
Interest Paid to Date	1,875,908.58	981,340.16	2,859,893.87	228,255.84	234,470.73	517,831.88	738,631.97	7,436,333.03
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

June 2020

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

TO: Board of Commissioners
FROM: Operations & Maintenance Staff
SUBJECT: Operations / Maintenance Report
DATE: July 16, 2020

The following information details the operation of the Victor Valley Wastewater Reclamation Authority Facility for June 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	143.75 MGD	Effluent to Mojave BOD	<5.6 mg/l
Avg. Daily Mojave Flow	4.79 MGD	Plant BOD Removal %	>98.05 %
Total Flow to Perc Ponds	193.46 MGD	Effluent to Mojave TSS	<2.2 mg/l
Avg. Daily Flow to Perc Ponds	6.45 MGD	Plant TSS Removal %	>99.46 %
Effluent to Mojave avg. Turbidity	0.32 NTU	Avg. Filter Effluent Turbidity	.57 NTU
Avg. Primary Sludge Flow	94,387 GPD	Avg. Primary Sludge TS%	3.63 %
Avg. Primary BOD Removal %	41.75 %	Avg. Primary TSS Removal %	25.64 %
Avg. 30min Settle-O-Meter	116 ml/l	Avg. Settle-O-Meter Pop Time	>90 min
Avg. Secondary Turbidity	1.32 NTU	Total ADM/FOG Received	108,248 gal
Total Digester Gas Production	9,856,122 scf	Total ADM Received	11,598 gal
Digester 4 Gas Production	5,038,915 scf	Total FOG Received	96,650 gal
Digester 5 Gas Production	4,817,207 scf	Avg. Digester VA/A Ratio	.016

CMMS Work Order Activity

VVWRA KPI Report

6/30/2020
3:55 PM

6/1/2020 - 6/30/2020

KPI	Count	Percent
Planned Work Total	104	
Planned Work Completed	104	100.00%
Planned Work Completed On-Time	104	100.00%
Planned Work Incomplete	0	0 %
Planned Work Completed Late	0	0 %
Total Work Completed	331	
Reactive Work Completed	54	16.31%
PM Work Completed	255	77.04%

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.
 - Running GBT 7 days a week.
- **Primary Treatment**
 - Balancing primary sludge flows to the digesters.
 - Continuing to treat GBT filtrate
 - Fine tuning Advanced Primary Treatment with increased WAS from Subregionals
- **Subregional Facilities**
 - Building stability in the process at both SubRegional facilities.
 - Final NTU at both subregional facilities
- **Final Effluent**
 - Maintaining clean UV channels with shorter staff.

Major Maintenance Activities

- **Primary Treatment**
 - Septage EQ basin cleaning completed.
 - Grit chamber 1&2 cleaning.
 - Primary clarifier shear pin replaced.
- **Treatment Disposal**
 - Primary sludge line repair completed.
 - Digester 1-3 upgrades ongoing.
- **Secondary Treatment**
 - Waste pump 2 replaced.
 - AHU belt repair completed.
- **Power generation**
 - CHP 2 E40 service completed.
 - CHP 2 replaced five cylinder heads.
- **Gas conditioning system**
 - H2S Vessel 1 media replaced.
 - Siloxane Vessel 1&2 media replaced.
 - Gas conditioning instruments upgrades completed.
- **Hesperia lift station**
 - Wet-well cleaning completed.
- **AVPS Otoe**
 - Wet-well cleaning completed.

Victor Valley Wastewater Reclamation Authority



Environmental Compliance Department Report

June 2020

VWRA Environmental Compliance Department
Industrial Pretreatment Program

I. Interceptors Operation and Maintenance:

1. Interceptors cleaning & CCTV:

- a. Schedule 3 & 4 CCTV completed
- b. South Apple Valley manholes conditions assessment completed

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: March 12, 2020

5. Interceptors maintenance budget remaining:

- ✓ The fiscal year 2020-2021 Interceptor sewer maintenance amount remaining for sewer cleaning and inspection services is \$100,000.00

6. Dig Alert Underground tickets processed:

- ✓ A total of One hundred and Seventy One (171) USA Tickets were received and processed in June 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:**
 - ✓ Nine (9) New Business Questionnaires were processed in the month of June 2020.
 - ✓ One (1) New Business Inspection was conducted in the month of June 2020.
2. **New permits issued:**
 - ✓ Zero (0) New permit was issued in the month of June 2020.
3. **Permit renewals issued:**
 - ✓ Seventeen (17) Class III permit renewals were issued in the month of June 2020.
4. **Work Orders:**
 - ✓ 31 Work Orders were completed in June 2020
5. **Monthly revenues collected, and invoices issued:**
 - ✓ Revenues: \$3,407.50
 - ✓ Invoiced: \$3,100.00

III. Industrial Pretreatment Activities (continued)

1. Current enforcement actions:

- ✓ No Notice of Violations were issued in June 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
405	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
11	Bakery
1	Brewery/Winery
20	Car Wash/Truck Wash/Bus Wash
3	Coffee Shop
9	Dry Cleaner
300	FSE
22	Grocery Store
3	Hospital
3	Misc. Food
3	Misc. Industrial
4	Other
1	Photographic
1	Print Shop
1	Prison
3	School/Church
4	Water Retail Store
15	Waste Haulers

- ✓ Permitted businesses are distributed among member entities as follows: 164 in Victorville, 123 in Apple Valley, 117 in Hesperia and 1 in Oro Grande.

Victor Valley Wastewater Reclamation Authority



Environmental Compliance Department

Septage/FOG/ADM Monthly Report

June2020

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

Payments and Invoices period: June 1st thru June 30th – Septage rate per Gallon: \$ 0.0936

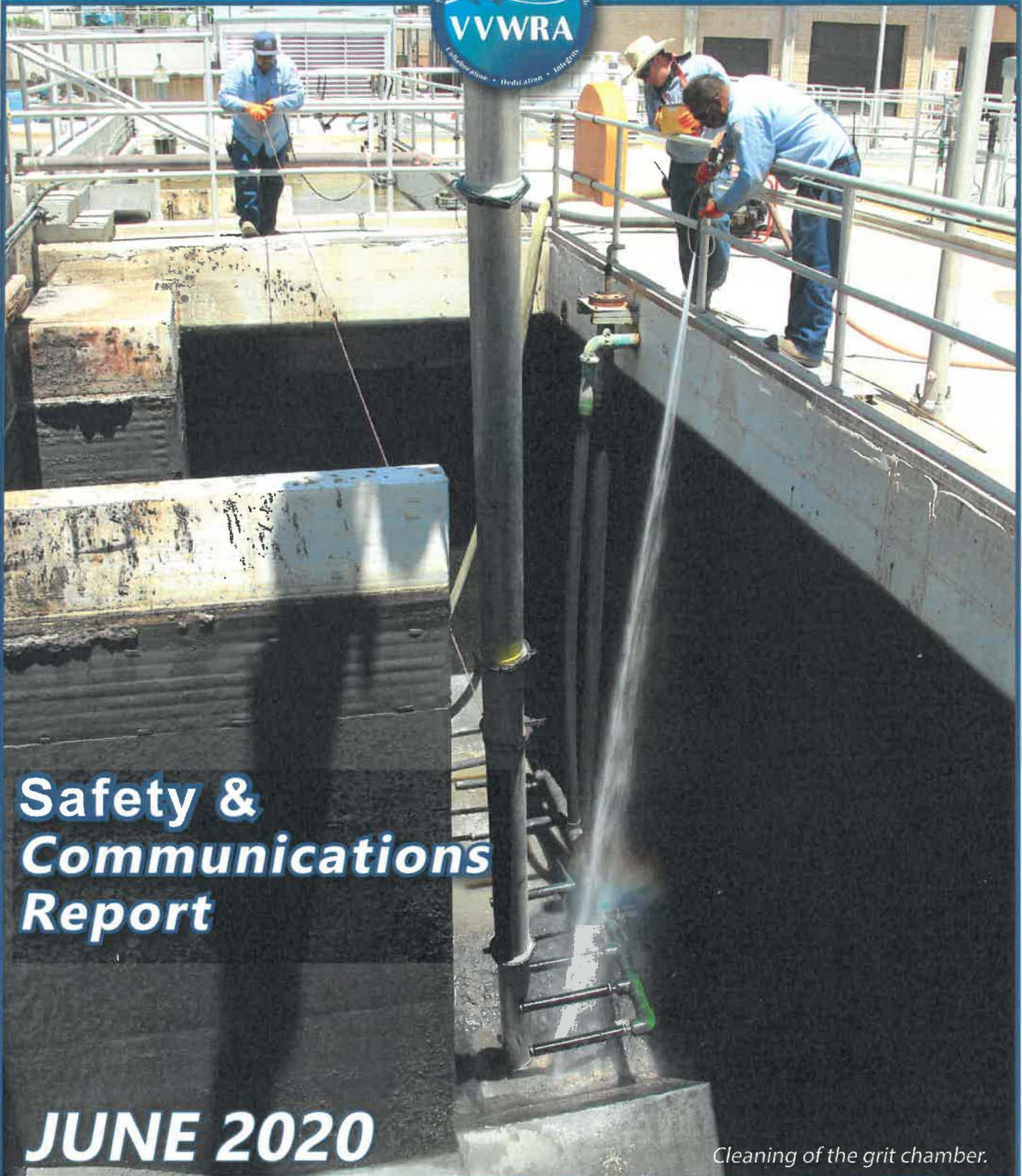
FOG/ADM rate per Gallon: \$ 0.04

Receiving invoices

ID No	Septage Hauler	Invoice Date	Total Gallons	Invoice Amount
ABS000	Absolute Pumping	6/28/2020	36,648	\$3,430.25
ALP000	Alpha Omega Septic Service	6/28/2020	180,985	\$16,940.20
BUR000	Burns Septic	6/28/2020	148,000	\$13,852.80
HIT000	Hitt Plumbing	6/28/2020	65,265	\$6,108.80
HON001	Honest Johns Septic Service, Inc	6/28/2020	120,038	\$11,235.56
POO000	Pooman Pumping	6/28/2020	51,000	\$4,773.60
RIG001	Right Angle Solutions	6/28/2020	0	\$0
ROT001	T.R. Stewart Corp. dba Roto Rooter	6/28/2020	98,170	\$9,188.71
USA000	USA Septic	6/28/2020	53,900	\$5,045.04
ALP000	Alpha Omega Septic Service (Nutro)	6/28/2020	108,248	\$4,329.92
COW000	Co-West Commodities	6/28/2020	0	\$0
HIT000	Hitt Plumbing	6/28/2020	16,305	\$652.20
LIQ000	Liquid Environmental Solutions of CA	6/28/2020	0	\$0
SMC000	SMC Grease Specialist, Inc.	6/28/2020	0	\$0
WES004	West Valley MRF, LLC Burrtec Waste Industries, Inc.	6/28/2020	0	\$0
Grand Totals			878,559	\$75,557.08

Septage/FOG/ADM receiving payments:

ID No	Business Name	Payments Received
ABS000	Absolute Pumping	\$6,288.80
ALP000	Alpha Omega Septic Service	\$10,933.98
BUR000	Burns Septic	\$18,345.60
HIT000	Hitt Plumbing	\$1,660.87
HON001	Honest Johns Septic Service, Inc	\$10,162.62
RIG001	Right Angel Solutions	\$0
ROT001	T.R. Stewart Corp. dba Roto Rooter	\$12,793.43
USA000	USA Septic	\$9,088.56
ALP000	Alpha Omega Septic Service (Nutro)	\$4,020.64
COW000	Co-West Commodities	\$0
LIQ000	Liquid Environmental Solutions of CA	\$0
SMC000	SMC Grease Specialist, Inc.	\$0
WES004	West Valley MRF, LLC Burrtec Waste Industries, Inc.	\$0
HIT000	Hitt Plumbing	\$0
Grand Total		\$73,294.50



Safety & Communications Report

JUNE 2020

Cleaning of the grit chamber.



Safety

STAFF SAFETY TAILGATE TRAINING CONDUCTED

- June 1--safe and defensive driving
- June 8--slips, trips and falls
- June 15--golf cart safety
- June 22--how to use a spill kit
- June 29--Keeping your back healthy



- Periodic updates on corona virus and updates to our policy





Safety

Safety Events/ Training

- Safety tailgates
- Daily, weekly and monthly plant inspections
- Staff has been assigned online safety courses including electrical safety, traffic control, LOTO and fill protection.
- Various webinars on handling coronavirus in the workplace

Unsafe Conditions Reported/Resolved

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

Days since last recordable accident/injury:
225 Days



Safety

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

- Safety Tailgates will be conducted weekly online
- Safety Committee meeting
- Inperson training has been suspended. Staff has switched to online training for foreseeable future.



Outreach

- Work has begun on new Summer edition of the Purple Pipe. Release expected in mid June.
- Facebook posts on topics including the gravity belt thickener.
- Plant tours have been suspended until further notice due to coronavirus crisis.

