

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.

**REGULAR BOARD MEETING**  
**VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY**  
**VICTORVILLE CITY HALL, CONFERENCE ROOM D**  
**14343 CIVIC DRIVE, VICTORVILLE CA 92392**  
**Thursday, January 19, 2023**  
**Closed Session 7:30 a.m. Open Session 8:00 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**

**Higgins**

**Roll Call**

**Casteel**

**Public Comments- Closed Session Agenda Items**

**Higgins**

**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. 54956.9(d)) Conference with Legal - Threatened or Potential Litigation

- California River Watch-Notice of Intent to Sue
- Regional Water Quality Control Board, Lahontan Region-Notice of Violation

**Item 2.** (Gov. Code Sections 54957/54957.6/ 54954.5 (f)):

- Personnel Issues: Two (2)

**Call to Order & Pledge of Allegiance**

**Higgins**

**Report from Closed Session**

**Legal**

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**

**Higgins**

**Consent Calendar**

**Higgins**

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 3. Receive, Approve and File Minutes**

**Poulsen**

- Regular Board Meeting 11/17/2022

**Item 4. Receive, Approve and File November & December 2022 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 5. Recommendation to Authorize the General Manager to Approve Change Order #1 for Engineering Services for the Final Design and Construction Support for the Oro Grande Interceptor Replacement Project in the Amount of \$79,512.00**

**Laari**

It is recommended that the Board of Commissioners authorize the General Manager to authorize the general manager to approve change order #1 for engineering services for the final design and construction support for the Oro Grande interceptor replacement project in the amount of \$79,512.00

**Board Action Required**

Staff Recommendation: Approve as presented

**Item 6. Recommendation to Authorize the General Manager to Sign the Agreement with Alert One to Recharge Our Existing Fire Suppression System at the Apple Valley Sub-Regional Facility for an Amount Not to Exceed \$170,000** Poulsen

It is recommended that the Board of Commissioners authorize the General Manager to sign the agreement with Alert One to recharge our existing fire suppression system at the Apple Valley Sub-Regional Facility for an amount not to exceed \$170,000 should the insurance claim not cover the cost for repairs

**Board Action Required**

Staff Recommendation: Approve as presented

**Item 7. Recommendation to Adopt Resolution 2023-01 Sanitary Sewer Management Plan Two Years Update** Laari

It is recommended that the Board of Commissioners adopt Resolution 2023-01 VVWRA Sanitary Sewer Management plan two (2) years audit

**Board Action Required**

Staff Recommendation: Approve as Presented

**Item 8. Recommendation to Adopt Resolution 2023-02 to Approve the Clarifying Modifications on the Investment Policy** Wang

It is recommended that the Board of Commissioners adopt Resolution 2023-02, the clarifying modifications on the Investment Policy

**Board Action Required**

Staff Recommendation: Approve as Presented

**Item 9. Recommendation to Adopt Resolution 2023-03 to Approve the Clarifying Modifications on the Authorized Local Agency Investment Fund (LAIF)** Wang

It is recommended that the Board of Commissioners to adopt Resolution 2023-03, to approve the clarifying modifications on the authorized LAIF investors.

**Board Action Required**

Staff Recommendation: Approve as Presented

**Item 10. Recommendation to Authorize The General Manager To Apply for a .Gov Domain** Wang

It is recommended that the Board of Commissioners to authorize the General

**Board Action Required**

Staff Recommendation: Approve as Presented

**Item 11. Recommendation to Authorize and Approve an Amendment To Senior Staff Contracts and Sign a Side Letter of Agreement for Amendments Needed to the VVWRA Employees Association MOU** Coromina

It is recommended that the Board of Commissioners authorize and approve an amendment to senior staff contracts and sign a side letter of agreement for amendments needed to the VVWRA employee’s association MOU

**Board Action Required**

Staff Recommendation: Approve as Presented

**Item 12. General Managers Report**  
 - Update from the Engineering Committee  
 - ADP Presentation (Coromina)

**Poulsen**

Report Range	Board Meeting Date (Thursday)
4 <sup>th</sup> Quarter October 2022- December 2022	February 16, 2023
1st Quarter January 2023-March 2023	May 18, 2023
2 <sup>nd</sup> Quarter April 2023-June 2023	September 21, 2023
3 <sup>rd</sup> Quarter July 2023- September 2023	November 16, 2023
4 <sup>th</sup> Quarter October 2023- December 2023	February Board 2024

**Adjournment**

**Higgins**

The board will adjourn to a regular board meeting

## 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](http://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](http://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)  
November 17, 2022**

**CALL TO ORDER:** Chair Dakota Higgins called the meeting to order at 7:37 AM; in Conference Room D at Victorville City Hall, located at 14343 Civic Drive, Victorville California, with the following members present:

<b>ORO GRANDE (CSA 42) AND SPRING VALLEY LAKE (CSA 64) TOWN OF APPLE VALLEY CITY OF VICTORVILLE CITY OF HESPERIA</b>	<b>Dakota Higgins, Chair Art Bishop, Vice-Chair Debra Jones, Secretary Bill Holland, Treasurer</b>
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**VWVRA Staff and Legal Counsel:**

**Darron Poulsen, General Manager  
Kristi Casteel, Executive Assistant  
Piero Dallarda, Legal Counsel (BB&K)  
Xiwei Wang, Accounting Supervisor  
Brad Adams, Director of O&M  
Robert Coromina, Director of Administration**

**Guest Present:**

**Roger Martinez, Vasquez CPA  
Brian Gengler, City of Victorville  
Janele Davidson, City of Victorville**

**CLOSED SESSION**

**PUBLIC COMMENTS- CLOSED SESSION AGENDA**

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

**Moved: Commissioner Holland                      Second: Commissioner Jones  
Motion to enter into Closed Session**

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

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**REGULAR SESSION**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Chair Higgins called the meeting to order at 8:03 AM.

**REPORT FROM CLOSED SESSION**

Piero Dallarda stated that there is one reportable action from closed session. The Board met in closed session under government code section 54957 for item 4 in the matter of a request for an appeal to the Board for a disciplinary action. The Board has met and appointed a subcommittee under personnel rule 13.2 B3 of the VVWRA to hear the personnel appeal the matter. The former employee will be advised of this action as well as be provided with a date and time for the hearing.

**PUBLIC COMMENTS- REGULAR SESSION AGENDA**

None

**POSSIBLE CONFLICT OF INTEREST**

NONE

**CONSENT CALENDAR:**

- 5. Receive, Approve and File Minutes, October 27, 2022**
- 6. Receive, Approve and File October 2022 Disbursement**

**Moved: Commissioner Jones                      Second: Commissioner Bishop**

**Approval of the Consent Calendar Items 5 and 6.**

**Chair Higgins- Yes**

**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

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**ACTION ITEM:**

**7. Recommendation to Approve the Contract for the General Manager**

The Board will consider approval to approve the contract for the General Manager

**Moved: Commissioner Holland**                      **Second: Chair Higgins**

**Approval of the contract for the General Manager**

**Chair Higgins- Yes**

**Commissioner Bishop – Yes**

**Commissioner Jones – Yes**

**Commissioner Holland- Yes**

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

**8. Recommendation to Approve the Contract for the Plant Superintendent**

The Board will consider approval of the Contract for the Plant Superintendent

**Moved: Commissioner Bishop**                      **Second: Commissioner Bishop**

**Approval of the Contract for the Plant Superintendent**

**Chair Higgins- Yes**

**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

**9. Recommendation to Approve the Board Meeting Schedule for 2023**

The Board will consider approval of the Board Meeting Schedule for 2023

**Moved: Commissioner Holland**                      **Second: Chair Higgins**

**Approval of the Board Meeting Schedule for 2023**

**Chair Higgins- Yes**



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**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

**10. Recommendation to Authorize the General Manager to Implement an Internship Program Wage Increase From \$15/Hr. to a Rate Not to Exceed \$20/Hr. Due to Current Economic Conditions**

The Board will consider approval to authorize the General Manager to Implement an Internship Program Wage Increase From \$15/Hr. to a Rate Not to Exceed \$20/Hr. Due to Current Economic Conditions

**Moved: Commissioner Holland**

**Second: Chair Higgins**

**Approval to authorize the General Manager to Implement an Internship Program Wage Increase From \$15/Hr. to a Rate Not to Exceed \$20/Hr. Due to Current Economic Conditions**

**Chair Higgins- Yes**

**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

**11. Recommendation to Adopt Resolution 2022-12 to Receive and File the Annual Comprehensive Financial Report (ACFR) for the Year Ending June 30, 2022**

The Board will consider approval to Adopt Resolution 2022-12 to Receive and File the Annual Comprehensive Financial Report (ACFR) for the Year Ending June 30, 2022

**Moved: Commissioner Jones**

**Second: Commissioner Bishop**

**Approval to Adopt Resolution 2022-12 to Receive and File the Annual Comprehensive Financial Report (ACFR) for the Year Ending June 30, 2022**

**Chair Higgins- Yes**

**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

**12. Recommendation to Adopt Resolution 2022-14 to Approve the Clarifying Modifications on the Investment Policy**

The Board will consider approval to Adopt Resolution 2022-14 to Approve the Clarifying Modifications on the Investment Policy

**Moved: Commissioner Holland**

**Second: Commissioner Jones**

**Approval to Adopt Resolution 2022-14 to Approve the Clarifying Modifications on the Investment Policy**

**Chair Higgins- Yes**

**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

**13. Recommendation to Adopt Resolution 2022-15 to Update Authorized Officers for Local Agency Investment Fund**

The Board will consider approval to Adopt Resolution 2022-15 to Update Authorized Officers for Local Agency Investment Fund

**Moved: Chair Higgins**

**Second: Commissioner Holland**

**Approval to Adopt Resolution 2022-15 to Update Authorized Officers for Local Agency Investment Fund**

**Chair Higgins- Yes**

**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

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**14. Recommendation to Authorize the General Manager to Extend a Contract for Flow Monitoring for Billing Purposes in the Amount of \$92,400.00/Year to ADS Environmental Services Inc**

The Board will consider approval to Authorize the General Manager to Extend a Contract for Flow Monitoring for Billing Purposes in the Amount of \$92,400.00/Year to ADS Environmental Services Inc

**Moved: Commissioner Bishop**

**Second: Chair Higgins**

**Approval to Authorize the General Manager to Extend a Contract for Flow Monitoring for Billing Purposes in the Amount of \$92,400.00/Year to ADS Environmental Services Inc**

**Chair Higgins- Yes**

**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

**15. Recommendation to Approve the Fourth Amendment to the Gas Collection Facilities Lease and Energy Services Agreement**

The Board will consider approval of the Fourth Amendment to the Gas Collection Facilities Lease and Energy Services Agreement

**Moved: Commissioner Bishop**

**Second: Commissioner Jones**

**Approval of the Fourth Amendment to the Gas Collection Facilities Lease and Energy Services Agreement**

**Chair Higgins- Yes**

**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

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**16. Recommendation to Authorize the General Manager to Approve the Purchase of Ultraviolet Disinfection System Replacement Parts in the Amount of \$279,845.94 from Xylem Water Solutions, Our Sole Source Provider**

The Board will consider approval to Authorize the General Manager to Approve the Purchase of Ultraviolet Disinfection System Replacement Parts in the Amount of \$279,845.94 from Xylem Water Solutions, Our Sole Source Provider

**Moved: Chair Higgins**

**Second: Commissioner Bishop**

**Approval to Authorize the General Manager to Approve the Purchase of Ultraviolet Disinfection System Replacement Parts in the Amount of \$279,845.94 from Xylem Water Solutions, Our Sole Source Provider**

**Chair Higgins- Yes**

**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

**17. Recommendation to Adopt Resolution 2022-13 Appreciation Holland**

The Board will consider approval to Adopt Resolution 2022-13 Appreciation Holland

**Moved: Chair Higgins**

**Second: Commissioner Jones**

**Approval to Adopt Resolution 2022-13 Appreciation Holland**

**Chair Higgins- Yes**

**Commissioner Bishop - Yes**

**Commissioner Jones - Yes**

**Commissioner Holland- Yes**

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

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

**The meeting was closed in memory of Bruce Correia, 27-year veteran of VVWRA.**

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**ADJOURNMENT**

The board will adjourn to a regular board meeting on January 19, 2023 at 7:30 a.m.

**APPROVAL:**

**DATE:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
Approved by Debra Jones, Secretary  
VVWRA Board of Commissioners



## Victor Valley Wastewater Reclamation Authority

*A Joint Powers Authority and Public Agency of the State of California*

Administrative Offices

20111 Shay Road, Victorville, CA 92394

Telephone: (760) 246-8638

Fax: (760) 948-9897

e-mail: [mail@vwwra.com](mailto:mail@vwwra.com)

**DATE:** January 19, 2023

**TO:** Darron Poulsen  
General Manager

**FROM:** Xiwei Wang  
Accounting Supervisor

**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 DECEMBER 2022, check numbers 124926-124976 and ACH's.

<i>Accounts Payable</i>			
<i>Checks</i>	<i>ACH's and EFT's</i>	<i>Payroll</i>	<i>Total</i>
<i>\$159,966.78</i>	<i>\$1,234,838.57</i>	<i>\$661,992.63</i>	<i>\$2,056,797.98</i>

**Victor Valley Wastewater Reclamation Authority**  
**Cash Disbursement Register**  
**From 12/1/22 through 12/31/22**

Vendor Name	Payment #	Date	Total
Arthur Bishop	124926	12/01/22	\$ 100.00
Battery Mart	124927	12/01/22	\$ 2,583.81
Blaine Tech Services, Inc.	124928	12/01/22	\$ 13,003.00
City Of Victorville / Sanitation	124929	12/01/22	\$ 3,538.12
Dell Inc.	124930	12/01/22	\$ 471.23
Done-Right Concrete Co	124931	12/01/22	\$ 3,500.00
Guardian	124932	12/01/22	\$ 859.54
Hesperia Water District	124933	12/01/22	\$ 761.14
High Desert Affordable Landscaping	124934	12/01/22	\$ 5,034.00
Holland, William J.	124935	12/01/22	\$ 100.00
Jones, Debra	124936	12/01/22	\$ 100.00
Konica Minolta Business Solutions	124937	12/01/22	\$ 298.02
Orkin	124938	12/01/22	\$ 626.00
Prudential Overall Supply	124939	12/01/22	\$ 896.28
Questar (Prev. Ep Container Corp)	124940	12/01/22	\$ 624.14
Roto-Rooter Plumbers	124941	12/01/22	\$ 1,885.90
Southern Counties Lubricants	124942	12/01/22	\$ 3,506.95
Verizon Wireless	124943	12/01/22	\$ 2,855.21
Big Sky Electric	124944	12/08/22	\$ 25,377.00
Casa	124945	12/08/22	\$ 18,000.00
Cintas Corporation	124946	12/08/22	\$ 1,544.23
Dell Inc.	124947	12/08/22	\$ 496.24
Hi-Desert Communications	124948	12/08/22	\$ 150.00
Institute For Environmental Health Inc	124949	12/08/22	\$ 2,840.00
Liberty Utilities	124950	12/08/22	\$ 100.69
Multi W Systems, Inc	124951	12/08/22	\$ 993.69
Orkin	124952	12/08/22	\$ 452.00
Atmospheric Analysis And Consulting	124954	12/15/22	\$ 895.00
Big Sky Electric	124955	12/15/22	\$ 19,337.00
D.M.E. Inc.	124956	12/15/22	\$ 2,190.79
Gfoa	124957	12/15/22	\$ 460.00
Littlejohn-Reuland Corporation	124958	12/15/22	\$ 577.50
Napa Victorville	124959	12/15/22	\$ 2,229.48
Nobel Systems Inc.	124960	12/15/22	\$ 5,000.00
Prudential Overall Supply	124961	12/15/22	\$ 902.16
Snap On Industrial	124962	12/15/22	\$ 21,587.13
Town & Country Tire	124963	12/15/22	\$ 120.00
Vasquez & Company, Llp	124964	12/15/22	\$ 5,238.00
Airgas Usa, Llc	124965	12/27/22	\$ 2,084.53
Applied Industrial Technologies	124966	12/27/22	\$ 1,903.67
Aquatic Bioassay / Consult Inc.	124967	12/27/22	\$ 245.00
Burrtec Waste Ind., Inc.	124968	12/27/22	\$ 274.40
Cintas Corporation	124969	12/27/22	\$ 1,592.96
Hesperia Hose Supply	124970	12/27/22	\$ 421.11
Meece	124971	12/27/22	\$ 1,500.00
Orkin	124972	12/27/22	\$ 452.00
Prudential Overall Supply	124973	12/27/22	\$ 924.07

**Victor Valley Wastewater Reclamation Authority**  
**Cash Disbursement Register**  
**From 12/1/22 through 12/31/22**

Vendor Name	Payment #	Date	Total
Town & Country Tire	124974	12/27/22	\$ 20.00
United Rentals Northwest, Inc	124975	12/27/22	\$ 1,194.79
World Oil Environmental Services	124976	12/27/22	\$ 120.00
<b>Total Checks</b>			<b>\$ 159,966.78</b>
American Express	20221	12/13/22	\$ 1,960.03
Babcock Laboratories, Inc.	20222	12/15/22	\$ 11,455.13
Best, Best & Krieger, L.L.P.	20223	12/15/22	\$ 41,986.55
Biogas Power Systems- Mojave, Llc	20224	12/15/22	\$ 64,119.27
Brenntag Pacific, Inc	20225	12/15/22	\$ 1,790.82
Dudek	20226	12/15/22	\$ 17,497.50
Fha Services, Inc.	20227	12/15/22	\$ 6,729.83
Grainger	20228	12/15/22	\$ 3,219.38
Graybar Electric Co., Inc.	20229	12/15/22	\$ 6,548.71
Gruber Technical, Inc.	20230	12/15/22	\$ 1,954.80
Hach Company	20231	12/15/22	\$ 453.22
Innerline Engineering	20232	12/15/22	\$ 15,928.75
John Robinson Consulting, Inc	20233	12/15/22	\$ 3,600.00
Mcmaster-Carr Supply Co.	20234	12/15/22	\$ 104.76
Pro Automation Llc	20235	12/15/22	\$ 1,300.00
Rockwell Engineering	20236	12/15/22	\$ 28,475.94
Saddleback Environmental Equipment, Inc.	20237	12/15/22	\$ 56,874.38
Simmons, Joann, Lmft	20238	12/15/22	\$ 4,650.00
T-Mobile	20239	12/15/22	\$ 196.56
Walters Wholesale Electric	20240	12/15/22	\$ 426.20
Xylem Water Solutions	20241	12/15/22	\$ 163,186.33
Westover, Kalin	20242	12/15/22	\$ 3,132.00
Anthony, Donna	20243	12/21/22	\$ 420.00
Billings, Richard	20244	12/21/22	\$ 420.00
Correia, Linda	20245	12/21/22	\$ 1,264.00
Dagnino, Roy	20246	12/21/22	\$ 420.00
Davis, Tim	20247	12/21/22	\$ 420.00
Flint, Terrie Gossard	20248	12/21/22	\$ 269.02
Gyurcsik, Darline	20249	12/21/22	\$ 269.02
Hinojosa, Thomas	20250	12/21/22	\$ 420.00
Keniston, Olin	20251	12/21/22	\$ 269.02
Main, Randy	20252	12/21/22	\$ 420.00
Mcgee, Mark	20253	12/21/22	\$ 420.00
Montgomery, Lillie	20254	12/21/22	\$ 148.68
Nalian, L. Christina	20255	12/21/22	\$ 148.68
Nave, Patrick	20256	12/21/22	\$ 420.00
2G Energy Inc.	20257	12/22/22	\$ 1,426.91
Aerzen Usa	20258	12/22/22	\$ 801.56
Bargain Byte	20259	12/22/22	\$ 10,449.06
Blackline Safety Corp	20260	12/22/22	\$ 210.00
Brenntag Pacific, Inc	20261	12/22/22	\$ 1,870.17



**Victor Valley Wastewater Reclamation Authority**  
**Cash Disbursement Register**  
**From 12/1/22 through 12/31/22**

Vendor Name	Payment #	Date	Total
Caltrol, Inc.	20262	12/22/22	\$ 4,560.36
Culligan Water Conditioning	20263	12/22/22	\$ 611.48
Daily Express	20264	12/22/22	\$ 3,080.00
Dudek	20265	12/22/22	\$ 13,173.75
Fha Services, Inc.	20266	12/22/22	\$ 2,108.18
Grainger	20267	12/22/22	\$ 4,729.73
Granicus, Inc.	20268	12/22/22	\$ 7,166.25
Gruber Technical, Inc.	20269	12/22/22	\$ 6,273.46
Labor Finders	20270	12/22/22	\$ 3,550.68
Larry Walker Associates	20271	12/22/22	\$ 2,362.50
Quinn Company	20272	12/22/22	\$ 2,378.89
Socal Filters And Services Inc.	20273	12/22/22	\$ 704.21
Coromina, Robert	20274	12/22/22	\$ 155.95
U.S. Bank	20275	12/28/22	\$ 11,700.71
Flyers Energy, Llc	DFT03572	12/01/22	\$ 1,661.42
Southwest Gas Company	DFT03573	12/01/22	\$ 11,020.73
Spectrum (Prev. Charter Communications)	DFT03574	12/01/22	\$ 5,155.22
Ups	DFT03575	12/01/22	\$ 8.21
Konica Minolta Business Solutions	DFT03596	12/09/22	\$ 391.50
Lincoln Financial Group	DFT03597	12/09/22	\$ 5,070.33
Lincoln Financial Group	DFT03598	12/09/22	\$ 80.11
Principal Life Ins. Co.	DFT03599	12/09/22	\$ 2,534.57
Southern California Edison	DFT03600	12/09/22	\$ 72,376.47
Southern California Edison	DFT03601	12/09/22	\$ 866.42
Town Of Apple Valley	DFT03602	12/09/22	\$ 188.24
Ups	DFT03603	12/09/22	\$ 28.74
Flyers Energy, Llc	DFT03625	12/16/22	\$ 1,637.72
Quadient Leasing Usa, Inc	DFT03626	12/16/22	\$ 293.98
Southwest Gas Company	DFT03627	12/16/22	\$ 51,735.65
Sparkletts Drinking Water	DFT03628	12/16/22	\$ 1,222.25
Swrcb	DFT03629	12/16/22	\$ 75.00
Ups	DFT03630	12/16/22	\$ 32.23
Spectrum (Prev. Charter Communications)	DFT03650	12/22/22	\$ 5,155.22
State Water Resources Control Board	DFT03651	12/22/22	\$ 257,745.38
Southern California Edison	DFT03652	12/22/22	\$ 22,018.76
Southern California Edison	DFT03653	12/22/22	\$ 1,451.53
Southern California Edison	DFT03654	12/22/22	\$ 14,668.48
Southwest Gas Company	DFT03655	12/22/22	\$ 31.07
Southwest Gas Company	DFT03656	12/22/22	\$ 65.12
Southwest Gas Company	DFT03657	12/22/22	\$ 56.47
Swrcb	DFT03658	12/29/22	\$ 3,453.00
Swrcb	DFT03659	12/29/22	\$ 7,770.00
Swrcb	DFT03660	12/29/22	\$ 14,590.00
Swrcb	DFT03661	12/29/22	\$ 18,512.00
Swrcb	DFT03662	12/29/22	\$ 94,348.00
Aerzen Usa	120220221	12/02/22	\$ 1,096.12
Solenis Llc	1202202210	12/02/22	\$ 12,043.93

**Victor Valley Wastewater Reclamation Authority**  
**Cash Disbursement Register**  
**From 12/1/22 through 12/31/22**

Vendor Name	Payment #	Date	Total
U.S. Bank	1202202211	12/02/22	\$ 10,046.25
Veteran Janitorial, Llc	1202202212	12/02/22	\$ 2,630.00
Victor Valley Wastewater Employees Assoc	1202202213	12/02/22	\$ 662.50
Alfa Laval Inc.	120220222	12/02/22	\$ 609.50
Applied Maintenance Supplies & Solution	120220223	12/02/22	\$ 414.18
Blackline Safety Corp	120220224	12/02/22	\$ 210.00
Cdw Government, Inc	120220225	12/02/22	\$ 3,197.76
Deluxe Window Tinting, Inc.	120220226	12/02/22	\$ 4,400.00
Grainger	120220227	12/02/22	\$ 6,346.44
Mitchell & Duce, Inc.	120220228	12/02/22	\$ 1,525.64
Procurement Consulting Services, Llc.	120220229	12/02/22	\$ 662.50
A.D.S. Corp.	120920221	12/09/22	\$ 7,150.00
Grainger	1209202210	12/09/22	\$ 1,316.55
Hach Company	1209202211	12/09/22	\$ 973.62
Mcgrath Rentcorp	1209202212	12/09/22	\$ 5,525.47
Michael'S Auto Detail	1209202213	12/09/22	\$ 500.00
Procurement Consulting Services, Llc.	1209202214	12/09/22	\$ 662.50
Rockwell Engineering	1209202215	12/09/22	\$ 19,883.07
Siemens Industry Inc.	1209202216	12/09/22	\$ 2,637.19
Teledyne Isco	1209202217	12/09/22	\$ 735.15
U.S.A. Bluebook	1209202218	12/09/22	\$ 234.27
Underground Service Alert Of Southern California	1209202219	12/09/22	\$ 76.50
Applied Maintenance Supplies & Solution	120920222	12/09/22	\$ 275.16
Walters Wholesale Electric	1209202220	12/09/22	\$ 54.31
Waxie Sanitary Supply	1209202221	12/09/22	\$ 337.82
Yorke Engineering, Llc	1209202222	12/09/22	\$ 994.25
Biogas Engineering	120920223	12/09/22	\$ 1,980.00
Brenntag Pacific, Inc	120920224	12/09/22	\$ 14,172.15
C.S. Amsco	120920225	12/09/22	\$ 6,466.16
California School Veba	120920226	12/09/22	\$ 708.82
D.K.F. Solutions Group, Llc	120920227	12/09/22	\$ 350.00
Evoqua Water Technologies Llc	120920228	12/09/22	\$ 11,957.27
Graham Equipment	120920229	12/09/22	\$ 1,127.24
<b>Total ACH &amp; EFT's</b>			<b>\$ 1,234,838.57</b>

**Approved**



<b>Total Checks</b>	<b>\$ 159,966.78</b>
<b>Total ACH and EFT</b>	<b>\$ 1,234,838.57</b>
<b>Total Payroll - December 2022</b>	<b>\$ 661,992.63</b>
<b>Total</b>	<b>\$ 2,056,797.98</b>



## Victor Valley Wastewater Reclamation Authority

*A Joint Powers Authority and Public Agency of the State of California*

Administrative Offices

20111 Shay Road, Victorville, CA 92394

Telephone: (760) 246-8638

Fax: (760) 948-9897

e-mail: mail@vwwra.com

**DATE:** January 19, 2023

**TO:** Darron Poulsen  
General Manager

**FROM:** Xiwei Wang  
Accounting Supervisor

**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 NOVEMBER 2022, check numbers 124926-124976 and ACH's.

<i>Accounts Payable</i>			
<i>Checks</i>	<i>ACH's and EFT's</i>	<i>Payroll</i>	<i>Total</i>
<i>\$159,966.78</i>	<i>\$1,234,838.57</i>	<i>\$661,992.63</i>	<i>\$2,056,797.98</i>

**Victor Valley Wastewater Reclamation Authority**  
**Cash Disbursement Register**  
**From 11/1/22 through 11/30/22**

Vendor Name	Payment #	Date	Total
Questar (Prev. Ep Container Corp)	124574	11/28/22	\$ (624.14)
Answering 365	124889	11/03/22	\$ 346.00
Cintas Corporation	124890	11/03/22	\$ 1,004.43
Dc Frost Associates, Inc.	124891	11/03/22	\$ 397.06
Dell Inc.	124892	11/03/22	\$ 89.47
Harrington Industrial Plastics	124893	11/03/22	\$ 896.52
Hesperia Unified School District	124894	11/03/22	\$ 569.83
Hi-Desert Communications	124895	11/03/22	\$ 150.00
Jones, Debra	124896	11/03/22	\$ 100.00
Liberty Utilities	124897	11/03/22	\$ 100.69
Mojave Desert A.Q.M.D.	124898	11/03/22	\$ 5,956.01
Nassif, Scott	124899	11/03/22	\$ 100.00
Orkin	124900	11/03/22	\$ 341.00
Prudential Overall Supply	124901	11/03/22	\$ 900.46
San Bernardino County Fire Protection Dist	124902	11/03/22	\$ 455.00
Snap On Industrial	124903	11/03/22	\$ 1,647.80
Southern Counties Lubricants	124904	11/03/22	\$ 14,964.22
Applied Industrial Technologies	124905	11/17/22	\$ 350.65
Flo-Systems, Inc.	124906	11/17/22	\$ 5,754.19
Gfoa	124907	11/17/22	\$ 420.00
Hesperia Water District	124908	11/17/22	\$ 1,204.35
Liberty Utilities	124909	11/17/22	\$ 651.76
Orkin	124910	11/17/22	\$ 452.00
Prudential Overall Supply	124911	11/17/22	\$ 1,801.24
Safety-Kleen Systems Inc.	124912	11/17/22	\$ 1,631.48
Airgas Usa, Llc	124913	11/23/22	\$ 272.46
Cintas Corporation	124914	11/23/22	\$ 1,087.66
Flo-Systems, Inc.	124915	11/23/22	\$ 3,227.24
Helendale Community Services District	124916	11/23/22	\$ 742.80
High Desert Lock & Safe	124917	11/23/22	\$ 225.02
Macleod Watts Inc	124918	11/23/22	\$ 1,950.00
One Stop Printers & Direct Mail Service	124919	11/23/22	\$ 1,980.04
Prudential Overall Supply	124920	11/23/22	\$ 906.63
Shredyourdocs.Com	124921	11/23/22	\$ 114.00
Snap On Industrial	124922	11/23/22	\$ 1,252.80
Town & Country Tire	124923	11/23/22	\$ 806.15
Transcat	124924	11/23/22	\$ 4,559.00
United Rentals Northwest, Inc	124925	11/23/22	\$ 5,844.35
<b>Total Checks</b>			<b>\$ 62,628.17</b>
Ups	DFT03502	11/03/22	\$ 721.01
Flyers Energy, Llc	DFT03503	11/03/22	\$ 1,639.65
Konica Minolta Business Solutions	DFT03504	11/03/22	\$ 391.50

**Victor Valley Wastewater Reclamation Authority**  
**Cash Disbursement Register**  
**From 11/1/22 through 11/30/22**

<b>Vendor Name</b>	<b>Payment #</b>	<b>Date</b>	<b>Total</b>
Lincoln Financial Group	DFT03505	11/03/22	\$ 5,391.64
Lincoln Financial Group	DFT03506	11/03/22	\$ 80.11
Principal Life Ins. Co.	DFT03507	11/03/22	\$ 2,929.46
Spectrum (Prev. Charter Communications)	DFT03508	11/03/22	\$ 5,155.22
Town Of Apple Valley	DFT03509	11/03/22	\$ 188.24
Ups	DFT03510	11/03/22	\$ 59.63
Victor Valley Wastewater Employees Assoc	DFT03531	11/08/22	\$ 712.50
Flyers Energy, Llc	DFT03560	11/18/22	\$ 2,504.22
Southern California Edison	DFT03561	11/18/22	\$ 71,270.20
Southern California Edison	DFT03562	11/18/22	\$ 21,844.41
Southern California Edison	DFT03563	11/18/22	\$ 1,303.16
Southern California Edison	DFT03564	11/18/22	\$ 866.42
Southwest Gas Company	DFT03565	11/18/22	\$ 29.91
Southwest Gas Company	DFT03566	11/18/22	\$ 54.83
Southwest Gas Company	DFT03567	11/18/22	\$ 57.33
Ups	DFT03568	11/18/22	\$ 474.38
Southern California Edison	DFT03569	11/25/22	\$ 13,787.06
Sparkletts Drinking Water	DFT03570	11/25/22	\$ 1,273.66
Ups	DFT03571	11/25/22	\$ 45.30
Advance Painting	110420221	11/04/22	\$ 1,500.00
Mcgrath Rentcorp	1104202210	11/04/22	\$ 5,525.47
Medina, Michael	1104202211	11/04/22	\$ 118.75
Misco - T.W. Associates	1104202212	11/04/22	\$ 1,309.22
Msa Safety Sales, Llc	1104202213	11/04/22	\$ 11,274.94
Underground Service Alert Of Southern California	1104202214	11/04/22	\$ 62.50
Veteran Janitorial, Llc	1104202215	11/04/22	\$ 2,630.00
Waxie Sanitary Supply	1104202216	11/04/22	\$ 921.18
Xylem Water Solutions	1104202217	11/04/22	\$ 4,284.90
American Express	110420222	11/04/22	\$ 8,591.63
Applied Maintenance Supplies & Solution	110420223	11/04/22	\$ 523.27
Biogas Power Systems- Mojave, Llc	110420224	11/04/22	\$ 64,119.27
Blackline Safety Corp	110420225	11/04/22	\$ 210.00
D.K.F. Solutions Group, Llc	110420226	11/04/22	\$ 350.00
Daily Express	110420227	11/04/22	\$ 1,400.00
Hach Company	110420228	11/04/22	\$ 17,819.13
Higgins, Dakota	110420229	11/04/22	\$ 100.00
Watereuse Association	111020221	11/10/22	\$ 9,309.00
A.D.S. Corp.	111820221	11/18/22	\$ 7,150.00
Culligan Water Conditioning	1118202210	11/18/22	\$ 611.48
D.K.F. Solutions Group, Llc	1118202211	11/18/22	\$ 350.00
Daily Express	1118202212	11/18/22	\$ 1,400.00
Grainger	1118202213	11/18/22	\$ 3,087.71
High Desert Affordable Landscaping	1118202214	11/18/22	\$ 10,068.00
John Robinson Consulting, Inc	1118202215	11/18/22	\$ 2,400.00

**Victor Valley Wastewater Reclamation Authority**  
**Cash Disbursement Register**  
**From 11/1/22 through 11/30/22**

<b>Vendor Name</b>	<b>Payment #</b>	<b>Date</b>	<b>Total</b>
Larry Walker Associates	1118202216	11/18/22	\$ 1,825.25
Michael'S Auto Detail	1118202217	11/18/22	\$ 635.00
Msa Safety Sales, Llc	1118202218	11/18/22	\$ 19,992.57
Parker, Kyle	1118202219	11/18/22	\$ 227.08
Aerzen Usa	111820222	11/18/22	\$ 798.78
Smartcover Systems	1118202220	11/18/22	\$ 54,483.75
T-Mobile	1118202221	11/18/22	\$ 196.56
Applied Maintenance Supplies & Solution	111820223	11/18/22	\$ 564.24
Babcock Laboratories, Inc.	111820224	11/18/22	\$ 24,295.93
Beck Oil, Inc.	111820225	11/18/22	\$ 2,537.03
Best, Best & Krieger, L.L.P.	111820226	11/18/22	\$ 40,877.50
Brenntag Pacific, Inc	111820227	11/18/22	\$ 14,557.86
California School Veba	111820228	11/18/22	\$ 708.82
Crane Pro Services	111820229	11/18/22	\$ 1,499.00
Enterprise Fm Trust	11202022	11/20/22	\$ 11,835.04
Anthony, Donna	112320221	11/23/22	\$ 422.00
Mcgee, Mark	1123202210	11/23/22	\$ 422.00
Montgomery, Lillie	1123202211	11/23/22	\$ 145.65
Nalian, L. Christina	1123202212	11/23/22	\$ 145.65
Nave, Patrick	1123202213	11/23/22	\$ 422.00
Applied Maintenance Supplies & Solution	1123202214	11/23/22	\$ 963.26
Beck Oil, Inc.	1123202215	11/23/22	\$ 109.43
Cdw Government, Inc	1123202216	11/23/22	\$ 1,371.32
Culligan Water Conditioning	1123202217	11/23/22	\$ 611.48
Digi-Key Corp	1123202218	11/23/22	\$ 246.47
Dudek	1123202219	11/23/22	\$ 12,847.50
Billings, Richard	112320222	11/23/22	\$ 422.00
G & M Automotive Center	1123202220	11/23/22	\$ 396.00
G.A. Osborne Pipe & Supply	1123202221	11/23/22	\$ 2,799.84
Graham Equipment	1123202222	11/23/22	\$ 4,000.00
Grainger	1123202223	11/23/22	\$ 659.45
Haaker Equipment Company	1123202224	11/23/22	\$ 1,455.02
Hach Company	1123202225	11/23/22	\$ 3,838.30
Higgins, Dakota	1123202226	11/23/22	\$ 100.00
Larry Walker Associates	1123202227	11/23/22	\$ 11,877.25
Quinn Company	1123202228	11/23/22	\$ 32.00
U.S.A. Bluebook	1123202229	11/23/22	\$ 153.60
Dagnino, Roy	112320223	11/23/22	\$ 422.00
Waukesha-Pearce Industries, Llc	1123202230	11/23/22	\$ 21,674.06
Waxie Sanitary Supply	1123202231	11/23/22	\$ 518.58
Westover, Kalin	1123202232	11/23/22	\$ 1,665.00
Xylem Water Solutions	1123202233	11/23/22	\$ 30,812.54
Davis, Tim	112320224	11/23/22	\$ 422.00
Flint, Terrie Gossard	112320225	11/23/22	\$ 232.94

**Victor Valley Wastewater Reclamation Authority**  
**Cash Disbursement Register**  
**From 11/1/22 through 11/30/22**

Vendor Name	Payment #	Date	Total
Gyurcsik, Darline	112320226	11/23/22	\$ 232.94
Hinojosa, Thomas	112320227	11/23/22	\$ 422.00
Keniston, Olin	112320228	11/23/22	\$ 232.94
Main, Randy	112320229	11/23/22	\$ 422.00
<b>Total ACH &amp; EFT</b>			<b>\$ 561,427.92</b>

**Approved**



<b>Total Checks</b>	<b>\$ 62,628.17</b>
<b>Total ACH and EFT</b>	<b>\$ 561,427.92</b>
<b>Total Payroll - November 2022</b>	<b>\$ 400,182.67</b>
<b>Total</b>	<b>\$ 1,024,238.76</b>



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

**TO:** VVWRA Board of Commissioners  
**FROM:** Darron Poulsen, General Manager *DRP*  
**SUBMITTED BY:** Latif Laari, Environmental Compliance Manager *LL*  
**DATE:** 1/19/2023

**SUBJECT:** **RECOMMENDATION TO AUTHORIZE THE GENERAL MANAGER TO APPROVE CHANGE ORDER #1 FOR ENGINEERING SERVICES FOR THE FINAL DESIGN AND CONSTRUCTION SUPPORT FOR THE ORO GRANDE INTERCEPTOR REPLACEMENT PROJECT IN THE AMOUNT OF \$79,512**

<input checked="" type="checkbox"/>	<b>For Action</b>	<input checked="" type="checkbox"/>	<b>Fiscal Impact</b>	<b>\$ 79,512</b>
<input type="checkbox"/>	<b>Information Only</b>	<input checked="" type="checkbox"/>	<b>Account Code: 09-02-545-9000-R147</b>	
		<input checked="" type="checkbox"/>	<b>Funds Budgeted/ Approved:</b>	

**STAFF RECOMMENDATION**

It is recommended that the Board of Commissioners authorize the general manager to approve change order #1 for engineering services for the final design and construction support for the Oro Grande interceptor replacement project in the amount of \$79,512.00

**PREVIOUS ACTION(S)**

None

**BACKGROUND INFORMATION**

The original scope and design direction for the new Oro Grande Lift Station was recently changed to add an on-site backup generator and a building to hold the control systems. The original scope and design direction for the proposed Oro Grande Lift Station involved the design of a new, completely underground lift station facility. Halfway through preparing the Draft Preliminary Design Technical Memorandum (PDTM), Dudek met on-site with VVWRA staff on to discuss plan details for the proposed new lift station and pipeline alignment. Discussions with VVWRA’s engineering staff resulted in VVWRA’s desire to have Dudek provide an above-ground structure to house the pump station controls and standby generator.

This new design would shift the original design approach from an underground sewer lift station design to a submersible lift station design that includes a new, secure control panel and generator



building. In addition, minor site design features will also be included with the proposed design direction, including a graded access driveway and parking area adjacent to the building and a security fence around the entire facility with a double-leaf access gate.

This new design approach has been presented in the Draft PDTM we submitted to VVWRA on May 31st, 2022. As a result of this shift in design direction, Dudek has made more effort to complete the Preliminary Design Phase than initially estimated. This change order further detailed in Exhibit 1, will pay for this design change.

**Attachments:**

**Exhibit 1- Amendment Request #1 for Engineering Services - Final Design and Construction Support Services for the Oro Grande Interceptor Replacement Project**

# EXHIBIT 1

August 18, 2022

Mr. Latif Laari  
Business Applications Manager  
Victor Valley Wastewater Reclamation Authority  
20111 Shay Rd  
Victorville, CA 92394

**Subject: Amendment Request #1 for Engineering Services - Final Design and Construction Support Services for the Oro Grande Interceptor Replacement Project**

Dear Mr. Laari,

As you are aware, the original scope and design direction for the new Oro Grande Lift Station was recently changed to provide for the addition of an on-site backup generator and building to hold control systems. The original scope and design direction for the proposed relocated Oro Grande Lift Station involved the design of a new, completely sub-grade facility. Approximately half way through the preparation of the Draft Preliminary Design Technical Memorandum (PDTM), Dudek met on site with VVWRA on April 19<sup>th</sup>, 2022 to discuss plan details for the proposed new lift station and pipeline alignment. Discussions with VVWRA's engineering staff on site resulted in VVWRA's desire to ultimately have Dudek provide an above ground structure to house the pump station controls and standby generator. This new design would shift the original design approach from a completely sub-grade sewer lift station design to a submersible lift station design that includes a new, secure, control panel and generator building. In addition, minor site design features will also be included with the new design direction, including a graded access driveway and parking area adjacent to the building (with decomposed granite paving), and a security fence around the entire facility with double leaf access gate. This new design approach has been presented in the Draft PDTM we submitted to VVWRA on May 31<sup>st</sup>, 2022. As a result of this shift in design direction, Dudek has taken more effort to complete the Preliminary Design Phase than originally estimated. We would like to note that the Draft PDTM contains a much more detailed approach to the Final Design than most preliminary design efforts, including the preparation of scaled CAD drawings for both the lift station and the pipeline alignment.

In addition, the Final Design Phase will also require additional design effort. This includes the addition of structural design for the new generator and control panel building and foundation. As such, Dudek proposes to include the structural design services of Kelsey Structural, who we have worked with on numerous lift station and pump station design projects in recent years.

Since we are currently at the tail end of the Preliminary Design Phase (Task 4 of the original scope of work), we feel it appropriate to submit this amendment request to add the necessary additional budget to the Final Design Phase. This additional budget directly applies to Task 5 (Final Design Phase) of the original scope of work. The requested amendment budget covers the additional mechanical, electrical, and structural engineering design services associated with the shift to provide the new generator and control panels building, foundation, site design, grading, and perimeter fencing.

Additionally, VVWRA has also requested for Dudek to provide Bid Phase and Construction Phase support services for this project, which was not included in our original contract. This work can be added onto the original scope of

work as Task 6 (Bid Phase Support), and Task 7 (Construction Phase Support). The following is an outline of the services Dudek will provide for these tasks.

#### Task 6 Bid Phase Support

During the bidding period, Dudek shall assist with providing information and clarification of the Contract Documents to prospective bidders as requested. Dudek shall assume one (1) addenda will be required during the bid process and shall incorporate this scope and fee into the proposal. Dudek shall also conduct an onsite pre-bid meeting.

#### Task 7 Construction Phase Services

During the construction of the proposed improvements, Dudek shall provide the following construction phase services and include appropriate fees in the submitted Proposal:

1. **Pre-Construction Meeting:** Conduct pre-construction meeting with the District and Contractor prior to beginning construction, and prepare agenda and minutes.
2. **Contractor's RFI:** Respond to approximately ten (10) Requests for Information from the Contractor and the District. Dudek shall prepare and maintain a RFI log, and distribute on a bi-weekly basis during construction.
3. **Shop Drawing Reviews:** Review and provide recommendations for up to thirty (30) shop drawing submittals, including resubmittals.
4. **Site Visits:** Two (2) site visits during the construction phase. This includes a maximum of one (1) structural observation during construction (per 2019 CBC requirements), and one (1) on-site meeting with our electrical engineer subconsultant. The structural observation site visit will include a written structural observation report, which may include comments and action items to be addressed by the Contractor. The on-site meeting with our electrical engineer subconsultant will include a brief electrical equipment field observation report.
5. **Record Drawings:** At the conclusion of the construction, the District will provide Dudek with a single, consolidated set of redlined as-built drawings. Dudek shall prepare the final record drawings based on the same. Record drawings shall be prepared in AutoCad.

To date, we have expended \$109,553.62 which includes preparation and submittal of the PDTM, site visits by Dudek and our electrical subconsultant staff, and the on-site geotechnical investigation. This currently leaves us with a remaining budget of \$102,046.38 to complete the Final Design Phase. Heading into the Final Design Phase, we feel that we are in a good position to develop the 50% Design package rather efficiently as a result of our detailed efforts on the PDTM. With that said, we are requesting an additional amended budget for Task 5 (Final Design Phase) of \$44,348 to cover the changes in design scope discussed herein. We would also like to request the supplemental budget of \$3,060 to provide the additional Task 6 (Bid Phase Support) and the supplemental budget of \$32,129 to provide the additional Task 7 (Construction Phase Services) as outlined above.

The following table summarizes the budget status and amendment request amount.

Table 1: Budget Summary and Amendment Request

Original Contract	\$	211,600.00
<u>Project Billed to Date</u>	\$	<u>109,553.62</u>
Current Budget Remaining	\$	102,046.38
Task 5 - Amended Fee for Final Design	\$	44,348.00
Task 6 - Bid Phase Support	\$	3,060.00
<u>Task 7 - Construction Phase Services</u>	\$	<u>32,129.00</u>
<b>TOTAL AMENDMENT 1 REQUEST</b>	<b>\$</b>	<b>79,512.00</b>

Based on this calculation in Table 1, we are respectfully requesting an additional \$79,512 of project budget to complete the Final Design Phase as well as support VVWRA through the Bid and Construction phases of the project.

Please feel free to call or email me at 760-479-4107/rbergholz@dudek.com if you have questions regarding this amendment request. We look forward to continuing to move the project forward to completion.

Sincerely,



Russ Bergholz, PE, PMP  
Principal



causing smoke which triggered the alarm. The repairs to the blower motor were made quickly and the blowers were up and running by the next day.

Our fire system vendor, Alert One, was notified and they came on site to give us a quote to put the system back online. Alert One developed an agreement (Exhibit 1) detailing three alternatives to returning the system back online. All three alternatives were acceptable and viable solutions ranging in cost from \$154,500 to recharge the existing system to \$699,346 to install a new state of the art fire suppression system.

After reviewing the alternatives staff feels that the lowest cost alternative is sufficient and recommends that this amount plus a 10% contingency is adequate for our regular operations. Simultaneously while working through the agreement to make repairs, VVWRA staff reached out to our insurance carrier and filed a claim to cover these costs. Because we have not submitted any claims in the past with the insurance carrier they stated that if the claim is approved we may see only a small increase in our premium. If the claim is approved VVWRA would only have to pay the \$10,000 deductible for this repair.

Should the insurance claim be approved VVWRA staff will make changes in our existing budget to cover the cost of the deductible. If the claim is denied staff is recommending that the funds be taken from operating reserve increase which will be shared in the Mid-Year budget review in February 2023.

It is for these reasons that staff recommends that the Board of Commissioners authorize the General Manager to sign the agreement with Alert One to recharge our existing fire suppression system at the Apple Valley Sub-Regional Facility for an amount not to exceed \$170,000 should the insurance claim not cover the cost for repairs.

**Attachments:**

**Exhibit 1- Alert One Agreement**

# EXHIBIT 1



**AlertONE Service Inc.**  
**4602 N. Quail Run Road**  
**Ozark, Missouri 65721**  
**(760) 809-4151**

## STANDARD CONTRACTOR AGREEMENT

Agreement dated 1/6/2023, by and between AlertONE Service Inc. (hereinafter referred to as "Contractor"), whose place of business is at 4602 N. Quail Run Road, Ozark, Missouri 65721, Telephone Number (760) 809-4151, and Victor Valley Waste Water Reclamation Authority (hereinafter referred to as "Owner"), whose place of business is at 20111 Shay Rd. Victorville, CA 92394, Telephone Number (760)246-8638.

### WITNESSETH:

WHEREAS, Contractor has or intends to enter into a contract with Owner for the replacement of FM-200 at: 21060 Otoe Rd., Apple Valley 92307 and as described in our proposal dated 12/20/2022 identified as attachment "B",

NOW, THEREFORE, in consideration of the mutual terms, covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. **TIME OF COMMENCEMENT AND COMPLETION:** Time extensions shall be permitted with Owner's prior written consent. Contractor shall commence work on or about February 1, 2023. Contractor's work shall be completed on or about March 1, 2023.
2. **THE CONTRACT SUM:** Owner agrees to pay Contractor for the performance of Contractor's work under this agreement the sum of \$154,500.00, payable upon completion of the work. After Contractor has completed the work, Contractor shall submit a detailed invoice to Owner identifying the work completed and amount due.

### 3. SCOPE OF WORK:

- Contractor shall specifically perform the following work: AlertONE Service is pleased to refill the Special Hazard Suppression system. This work includes providing four (4) certified FM200 Special Hazard Suppression tanks as described for the Victor Valley Waste Reclamation Authority at 21060 Otoe road, Apple Valley CA. 92307. AlertONE will remove the discharged special hazard suppression tanks. AlertONE will install and connect the four (4) certified FM200 Special Hazard Suppression tanks. Inspect, test and recertify the FM-200 System.

4. **THE CONTRACT DOCUMENTS:** The contract documents for this contract consists of this agreement, any exhibits attached hereto, the agreement between the Contractor and Owner, and any exhibits attached thereto, work orders prepared by Contractor describing installation, equipment manufacturers installation instructions and any modifications to the aforesaid documents issued subsequent thereto. To the extent that any other document is inconsistent with the terms in this agreement the provisions of this agreement shall govern.
5. **INSURANCE:** Prior to start of work, Contractor shall provide proof of insurance as will protect it from claims under Workers' Compensation Acts and from any other claims for damage or personal injury including death which may arise under this contract. Certificate of such insurance shall be filed with the Contractor and shall be subject to Owner's approval for adequacy of protection. The Contractor's insurance shall be written with limits of liability not less than the following: (i) Workers Compensation with statutory limits and Employer's Liability coverage in the amount of \$500,000 per occurrence/aggregate. (ii) Commercial General Liability Insurance with occurrence-based coverage and limits in the amount of \$1,000,000 for Each Occurrence, General Aggregate, Products/Completed Operations Aggregate, and Personal and Advertising Injury Limit. (iii) Commercial Automobile Liability Insurance covering all owned, non-owned, or hired vehicles used by Contractor with combined single limit applicable to bodily injury, death and property damage in the amount of \$1,000,000. The Owner shall be named as additional insured on a primary and noncontributing basis on the General Liability Insurance Policy and the Commercial Automobile Policy. The Owner shall also be named as a certificate holder. The Contractor shall provide thirty (30) days advance written notice to the Owner in the event of any non-renewal, cancellation, restriction or modification of insurance. Contractor shall provide Owner with satisfactory evidence of coverage on the annual renewal dates of the policies for all coverages.
6. **INDEMNITY / WAIVER OF SUBROGATION RIGHTS:** Owner agrees to defend, advance expenses for litigation and arbitration, including investigation, legal and expert witness fees, indemnify and hold harmless Contractor, its employees, agents and Owners, from and against all claims, lawsuits, including those brought by third-parties, including reasonable attorneys' fees and losses, asserted against and alleged to be caused by Contractor's performance, negligence or failure to perform any obligation under or in furtherance of this agreement, subject to Contractor's available insurance coverage, other than workers compensation or employment claims. Contractor agrees to name Owner as additional insured on Contractor's insurance policies. The parties agree that there are no third-party beneficiaries of this agreement. Owner on its behalf and any insurance carrier waives any right of subrogation Contractor's insurance carrier may otherwise have against Contractor or its Contractors arising out of this agreement or the relation of the parties hereto.
7. **WORKING CONDITIONS:** Contractor shall perform its work in strict compliance with the provisions of the Occupational Safety and Health Act and all other local, State and Federal laws with respect to job safety including noise abatement and clean air requirements.

Contractor shall install all equipment according to manufacturer's recommendations and standards. Contractor acknowledges that it shall be responsible for the working conditions at the Owner's premises and for providing its workers with appropriate tools and equipment and safe working conditions. Contractor shall remove its debris, excess material and equipment so as to maintain safe and accessible conditions at the Owner's premises. Upon completion of the work Contractor shall perform a final clean-up leaving the Owner's premises broom-clean.

**8. MISCELLANEOUS PROVISIONS:** The parties represent and warrant that they have all licenses required by any jurisdiction where services are to be performed, that any workers assigned to perform services under this sub-contract shall be documented, registered, licensed or certified as required by the Authority Having Jurisdiction, sufficiently skilled to perform the work required, that all equipment to be furnished shall be new, approved by UL, ETL or other nationally-recognized testing lab, if appropriate and necessary, and that all work shall be done in accordance with customary industry standards and manufacturer's recommendations for installation or, if required, pursuant to AHJ approval.

**9.** Contractor shall provide full time supervision for any party working on behalf of Contractor. All work required by the agreement between Contractor and Owner and customarily performed in the trade shall be performed by Contractor even if not specifically mentioned herein.

**10.** Contractor guarantees the installation or services for a period of one year from date of completion or the period of time Contractor has guaranteed the installation or services to the Owner, if lesser than one year, and agrees to furnish all labor and all material and equipment (if material and equipment was provided by Contractor under this agreement) during this guarantee period.

**11. LEGAL ACTION / BREACH / AGREEMENT TO BINDING ARBITRATION:** The prevailing party in any litigation or arbitration is entitled to recover its legal fees from the other party. ANY DISPUTE BETWEEN THE PARTIES OR ARISING OUT OF THIS AGREEMENT, INCLUDING ISSUES OF ARBITRABILITY, SHALL, AT THE OPTION OF ANY PARTY, BE DETERMINED BY BINDING AND FINAL ARBITRATION BEFORE A SINGLE ARBITRATOR ADMINISTERED BY ARBITRATION SERVICES INC., ITS SUCCESSORS OR ASSIGNS, IN NASSAU COUNTY, NEW YORK, PURSUANT TO ITS ARBITRATION RULES AT WWW.ARBITRATIONSERVICESINC.COM AND THE FEDERAL ARBITRATION ACT, EXCEPT THAT NO PUNITIVE OR CONSEQUENTIAL DAMAGES MAY BE AWARDED. The arbitrator shall be bound by the terms of this agreement, and shall on request of a party, conduct proceedings by telephone, video, submission of papers or in-person hearing. By agreeing to this arbitration provision the parties are waiving their right to a trial before a judge or jury, waiving their right to appeal the arbitration award and waiving their right to participate in a class action. Service of process or papers in any legal proceeding or arbitration between the parties may be made by First-Class Mail delivered by the U.S. Postal Service addressed to the party's address designated in this agreement, on file with an agency of the state, or any other address provided by the party in writing to the party making service. The parties submit to the jurisdiction and laws of Missouri, except for arbitration which is governed by the FAA and the arbitration rules and agree that any litigation or arbitration between the parties shall be commenced and maintained in the county where Contractor's principal place of business is located. The parties waive trial by jury in any action between them unless prohibited by law. Any action between the parties must be commenced within one year of the accrual of the cause of action or shall be barred. All actions or proceedings by either party must be based on the provisions of this agreement. Any other action that a party may have or bring against the other in respect to other services rendered in connection with this agreement shall be deemed to have merged in and be restricted to the terms and conditions of this agreement.

**12.** This agreement constitutes the full understanding of the parties and may not be amended, modified or canceled, except in writing signed by both parties. Each party acknowledges and represents that it has not relied on any representation, assertion, guarantee, warranty, collateral contract or other assurance, except those set forth in this Agreement and each hereby waive all rights and remedies, at law or in equity, arising, or which may arise, as the result of its reliance on such representation, assertion, guarantee, warranty, collateral contract or other assurance. Should any provision of this agreement be deemed void, the remaining parts shall not be affected. To the extent this agreement is inconsistent with any other document or agreement, whether executed prior to, concurrently with or subsequent to this agreement the terms of this agreement shall govern. All actions or proceedings by either party must be based on the provisions of this agreement. Any other action that Owner may have or bring against Contractor in respect to other services rendered in connection with this agreement shall be deemed to have merged in and be restricted to the terms and conditions of this agreement.

**PROPOSITION 65 WARNING:** Equipment and packaging may contain components containing chemicals known to The State of California to cause cancer, birth defects or other reproductive harm.

**THE PARTIES ACKNOWLEDGE RECEIVING A FULLY EXECUTED COPY OF THIS AGREEMENT AT TIME OF EXECUTION.**

**IN WITNESS WHEREOF THE PARTIES HERETO HAVE SIGNED THEIR NAMES ON THE DATE FIRST WRITTEN ABOVE:**

**AlertONE Service Inc.:**

By:   
Authorized Signature - Name Must Be Printed Below

Christopher Wisocky  
Name Must Be Printed Above

Title: President

**OWNER:**

\_\_\_\_\_  
(Must Print Full Business Name Above)

By: \_\_\_\_\_  
Authorized Signature - Name Must Be Printed Below

\_\_\_\_\_  
Name Must Be Printed Above

Title: \_\_\_\_\_

## RIDER A to PROPOSAL OF ALERTONE SERVICE, INC. ("AlertONE")

### *FOR THE PROJECT KNOWN AS: FM 200 Refill*

This Rider contains terms and conditions made a part of and incorporated by reference in AlertONE's Proposal and also contains changes and additions which are incorporated by reference in and made a part of the Subcontract between AlertONE Service, Inc. ("Subcontractor") and General Contractor ("Contractor") applicable to the Project. To the extent that the terms and conditions of this Rider conflict with any terms and conditions of the Subcontract, the Rider shall control.

1. **DELIVERY:** AlertONE shall not be liable for any delay in performance due directly or indirectly to unforeseen circumstances or due to causes beyond its control, including, but not limited to (1) an act or neglect of the Contractor, Owner or Project Architect, of an employee, servant, or representative of either, or of a separate contractor over whom Subcontractor has no control; (2) changes ordered in the Work; (3) labor disputes, fire, or delay in deliveries of materials and/or labor due to, among other things, economic and/or supply chain fluctuation beyond the Subcontractor's reasonable control; (4) unavoidable casualties; (5) adverse weather conditions, including but not limited to, landslides, lightning, earthquakes, hurricanes, storms, floods, washouts, sink holes, snow, ice, or unusually cold or hot temperatures making work conditions unreasonably difficult or intolerable conditions or other such causes beyond the Contractor's control; (6) delay authorized by the Owner or Contractor pending mediation and binding dispute resolution; (7) delay by governmental or regulatory authority; (8) acts of God; (9) unforeseen industrial disturbances such as embargoes, tariff disputes, material shortages, and labor shortages; (10) acts of a public enemy, war or war-like action (whether actual, impending or expected and whether de jure or de facto), acts of terrorists, arrests or other restraints of government (civil or military), blockades, civil insurrection, riots, civil disturbances, public demonstrations and protests; (11) epidemics and/or pandemics including, but not limited to, continuing effects of Covid-19; (12) explosions; (13) unanticipated, significant breakage or accident to equipment or machinery; (14) confiscation or seizure by any government or public authority; (15) nuclear reaction or radiation, radioactive contamination, pollution or other environmental hazard or contamination; or (16) other causes that the Subcontractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time. In the event of an Excused Delay, the performance of such obligation or responsibility shall be excused and suspended for such reasonable period of delay and the period for the performance of any such obligation or responsibility shall be extended for a period equivalent to the period of such Excused Delay.

2. **JOBSITE CONDITION:** The Contractor warrants that the job site conditions will be prepared and ready to receive materials delivered by AlertONE and that the installation of said materials can commence immediately upon delivery. Unless otherwise agreed to in writing, the cost of unloading materials shall be included in the purchase price set forth in the Subcontract. Should the job site conditions be cause for delay for AlertONE to begin installation of materials, or delay in delivering materials, the Contractor agrees to pay an additional sum of money to cover all extra expenses necessary for extra (double) handling, mobilization, moving, demurrage, or storage charges of materials.

3. **PRICING BASED ON DELIVERY DATE/ESCALATION.** The Contractor shall not change the delivery date once materials have been scheduled for production and must give the Subcontractor written notice of a change in delivery date at least 90 days in advance from the original agreed upon scheduled delivery date. If the Contractor issues a change order causing a delivery date beyond 30 days from the originally scheduled delivery date, the new delivery date shall constitute a new agreement in determining the appropriate change in the cost of materials and labor.

4. **RETENTION CLAUSE:** The retainage percentage withheld by the Contractor from progress payments to AlertONE shall not exceed the retainage percentage withheld by the Owner in its payment to the Contractor.

5. **MECHANICS LIEN AND BOND CLAIM CLAUSE:** AlertONE shall retain the right to assert mechanics' lien(s) for work that it has performed. Nothing in the Subcontract or this Rider shall be construed as a waiver of AlertONE's right to assert mechanics' lien(s) or bond claim(s) should the Contractor fail to pay AlertONE for the work performed.

6. **OSHA CLAUSES:** AlertONE shall not be liable for payment of any OSHA fines or penalties or for correction of unsafe working conditions due in part or in whole to acts of commission or omission on the part of the Contractor, Architect, or other contractors on the Project. Contractor agrees to hold AlertONE harmless from any such fines, penalties and correction of unsafe working conditions.

7. **WAIVERS:** AlertONE shall tender mechanics' lien waivers upon receipt of payment for the Work to which such waivers relate. In the event AlertONE submits a waiver before it receives payment the waiver will be held in trust by the Contractor until payment is received by AlertONE and shall not be effective or binding upon AlertONE until AlertONE receives the payment.

8. Notwithstanding any provision of the Subcontract between AlertONE and the Contractor to the contrary, AlertONE shall only be obligated to defend, indemnify or save harmless the Contractor and Owner for such losses, damages, claims and the like for which AlertONE has insurance coverage, and then only to the extent of such insurance coverage.

9. **SERVICES:** The Contractor shall provide sufficient temporary electric, heat and water for the use by AlertONE at no cost to AlertONE. This includes any temporary heat in areas where any products have to be stored onsite due to installation areas not being ready.

10. **CLEANUP:** The Contractor shall provide dumpsters for use by AlertONE at no cost to AlertONE. No dumpster charges shall be accepted by AlertONE unless agreed to in writing.

11. PAYMENT and PERFORMANCE BONDS: Unless the Subcontract requires AlertONE to obtain payment and/or performance bonds, the Owner and the Contractor shall be responsible for obtaining and paying for such bonds. If the Subcontract requires AlertONE to obtain payment and/or performance bonds, AlertONE shall obtain such bonds and be reimbursed for the costs of the bonds; provided, however, it shall only pay the premium attributable to the initial contract price. If the premium charged for such bonds increases as a result of changes in the original contract price, the Owner or the Contractor shall pay the increase in the premium. The Owner and the Contractor shall make any requests for payment and performance bonds at least ten days before AlertONE commences work. It is understood AlertONE will only furnish the standard AIA document 311 or 312 Performance Bond.

12. EXTRAS: Contractor shall sign each field "extra work order" for time and material extras to verify hours and materials used. No extra work shall be performed without this "extra work order". Contractor agrees to pay the following rates for extra work:

Laborer per hour \$ \_\_\_\_\_

Foreman per hour \$ \_\_\_\_\_

Contractor also agrees to pay the cost of materials used by AlertONE in the performance of extra work. Payments for extra work orders shall be made in the same manner as payments are made on the contract and shall not be conditioned on Contractor's receipt of payment from Owner or its upstream customer.

13. BACKCHARGES: Contractor agrees that it will give AlertONE sufficient advance notice, but in no event less than 72 hours in writing to permit AlertONE to correct the work that the Contractor contends warrants a backcharge. The Contractor must have the backcharge signed by the AlertONE project manager. In the event the Contractor does not give sufficient advance notice, the Contractor shall not be entitled to the backcharge. The Contractor agrees that in the event it decides to issue a backcharge, it shall do so within two weeks after the occurrence giving rise to the backcharge. Failure to do so will constitute a waiver of the backcharge.

14. DIMENSION AND DELIVERY INFORMATION: If accurate field dimensions cannot be taken prior to installation, the Contractor will sign off to the field measurements per the architects' drawings or manufacturers' shop drawing. This will be done prior to installation. Any changes which results in equipment or materials not fitting and requires further attention and costs will be the responsibility of the Contractor.

15. Notwithstanding any provision of the Subcontract between AlertONE and the Contractor to the contrary, AlertONE shall only be obligated to carry and have in force and effect such insurance in such limits as described in the certificate of insurance part of the Subcontract. The Contractor hereby represents and warrants to AlertONE that the Owner has adequate builder's risk insurance for the project. In no event shall AlertONE waive any rights of subrogation.

16. AlertONE shall only be bound by the terms and provisions of the Contractor's contract with others if the Contractor delivers to AlertONE a true, complete and accurate copy of such contract and AlertONE, prior to its execution of this Rider, returns such contract to the Contractor bearing AlertONE's president's initials on each page thereof; in no event, however, will AlertONE be bound by any "waiver of right to jury trial", "no lien" or "liquidated damages for delay" clauses by other such similar provisions in any contract between the Contractor and others.

17. Notwithstanding any provision in any subcontract between AlertONE and the Contractor which states that a condition precedent to the Contractor's obligation to pay AlertONE is the Contractor's receipt from others of payment for the work, services or material provided or performed by AlertONE, sometimes referred to as a "pay when paid" or "pay if paid" clause, the Contractor shall pay AlertONE for all work, service or materials performed or provided by AlertONE within 30 days of AlertONE's invoice to the General Contractor for the same. All past due invoices are subject to a annual interest rate of 18%.

18. In the event AlertONE must enforce any of the terms and provisions of the Subcontract or this Rider, including but not limited to the Contractor for any work, service or material described herein, AlertONE shall be entitled to collect from the Contractor all costs and expenses, including reasonable attorney's fees, it incurs in connection therewith. AlertONE waives subrogation only for loss of tools or its equipment on the jobsite.



CSLB. 1019252/1063474

12/20/2022

Proposal No. VVWR122022  
Attachment B

Victor Valley Waste Water Reclamation  
21060 Otoe road, Apple Valley CA, 92307

AlertONE Service Inc., (AlertONE) is a visionary leader in the Low Voltage integration field. We provide cutting-edge solutions for commercial and industrial applications. Instead of negotiating volume deals, we believe that the key to coming up with the best solution means having the flexibility to choose the right product for the job, not a product we have to sell due to dealer requirements.

AlertONE recognizes the responsibility it has to its customers, developers, contractors, and end users. Our project managers maintain constant effective communication with our customers throughout each project whether the project is to install, maintain, repair, or upgrade existing systems. That way we insure we install the right system to the right customer for the right budget. We understand the client's needs and it is our goal to always exceeded their expectations.

Thank you for the opportunity to provide this proposal for the Special Hazard Suppression systems.

Proposal is to be for the Special Hazard Suppression system(s) to meet developer/owner, local city, and current code requirements.

#### PROPOSED SOLUTIONS:

##### Option 1:

AlertONE Service is pleased to present a Novec 1230 Special Hazard Suppression system. This work includes providing a complete new Novec1230 Special Hazard Suppression Systems as described for the Victor Valley Waste Reclamation Authority at 21060 Otoe road, Apple Valley CA, 92307. AlertONE will provide a design of a total one (1) Novec 1230 special hazard suppression systems. AlertONE will submit plans and calculations for approval before installation. AlertONE will submit certificates of compliance for the items showing conformance.

##### TOTAL COST:

\$498,888.00

##### Option 2:

AlertONE Service is pleased to refill the Special Hazard Suppression system. This work includes providing four (4) new FM200 Special Hazard Suppression tanks as described for the Victor Valley Waste Reclamation Authority at 21060 Otoe road, Apple Valley CA, 92307. AlertONE will remove the discharged special hazard suppression tanks. AlertONE will install and connect the four (4) new FM200 Special Hazard Suppression tanks.



CSLB. 1019252/1063474

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TOTAL COST:

\$699,346.00

Option 3:

AlertONE Service is pleased to refill the Special Hazard Suppression system. This work includes providing four (4) certified FM200 Special Hazard Suppression tanks as described for the Victor Valley Waste Reclamation Authority at 21060 Otoe road, Apple Valley CA, 92307. AlertONE will remove the discharged special hazard suppression tanks. AlertONE will install and connect the four (4) certified FM200 Special Hazard Suppression tanks.

TOTAL COST:

\$154,500.00

For this proposal, we used the following documents to develop our proposal:

- Site Walk
- As builds dated 9/13/16

AlertONE will terminate all wire and devices, program, test, and commission.

AlertONE will train employees for up to 2 hours.

AlertONE will provide an Integrity Test and results to owner.

PROVIDED BY OTHERS

Others to provide pressure relief, patch, repair, and paint.

Prices quoted are effective for thirty (30) days from the date of this quotation unless extended in writing. Delivery of drawings and submittal package within 14 ~ 21 business days from notice to proceed date. Availability is subject to manufacturer and currently up to 12 weeks.

This estimate is based on information provided and may be subject to change as more information is received. Should you require clarifications on the details of our proposal, please feel free to contact me at the number listed below. We look forward to providing you with the best service for all your low voltage needs.

Thank you,

Rob Hansen, Account Manager

Mobile (510) 589-3298

[rhansen@alertone.us](mailto:rhansen@alertone.us)

AlertONE Service, Inc.

## ADDENDUM NO. 1

This Addendum No. 1 is made contemporaneous with and modifies the Proposal to which it is attached.

1. **POTENTIALLY TIME AND PRICE-IMPACTED MATERIAL.** As of the date of this Addendum, markets providing essential materials to the Project are experiencing or are expected to experience significant, industry-wide economic fluctuation during the performance of this Agreement which may impact price, availability, and delivery time frames ("Potentially Time and Price-Impacted Material"). This Addendum provides for a fair allocation of the risk of such market conditions between the parties.

2. **BASELINE PRICE AND TIME.** The price set forth in the Proposal shall be considered the Baseline Price.

2.1. Compensation for any Potentially Time and Price-Impacted Material shall not be duplicated or included in any contingency amounts established under the terms of the Proposal or Prime Contract.

3. **ADJUSTMENT IN BASELINE PRICE.** If during the course of the Project a Potentially Time and Price-Impacted Material item experiences an increase in its Baseline Price, Subcontractor may notify Contractor in writing within thirty (30) Days from the date an equitable adjustment to the Contract Price arises and shall provide appropriate documentation substantiating such adjustment. An adjustment in the pricing for a Potentially Time and Price-Impacted Material shall not include any amount for overhead and profit.

3.1. In the event of an increase in a Baseline Price, the Contract Price shall be equitably adjusted to reflect such increase, subject to section 3.2 of this Addendum, but only for those Potentially Time and Price-Impacted Materials delivered on or after the date on which written notice of the adjustment in Baseline Price is given.

3.2. No adjustment shall be made for any quantities of Potentially Time and Price-Impacted Materials delivered prior to the date on which written notice of the adjustment in Baseline Price is given, unless the failure to deliver such quantities before that date is within the sole control of Subcontractor.

3.3. Payment, if any, for an adjustment shall be made in accordance with the terms of the Proposal.

4. **TIME-IMPACT AND AVAILABILITY.** If the Subcontractor is delayed at any time in the commencement or progress of the Work due to a delay in the delivery of, or unavailability of, a Potentially Time and Price-Impacted Material, beyond the control of and without the fault of the Subcontractor, the Subcontractor shall be entitled to an equitable extension of the Contract Time and an equitable adjustment of the Contract Price in accordance with this Addendum and the Proposal.

Notwithstanding any other provision to the contrary, the Subcontractor shall not be liable to the Contractor for any expenses, losses or damages arising from a delay in the delivery of a Potentially Time and Price-Impacted Material item not the fault of the Subcontractor.



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

**TO:** VVWRA Board of Commissioners

**FROM:** Darron Poulsen, General Manager *[Signature]*

**SUBMITTED BY:** Latif Laari, Environmental Compliance Manager *[Signature]*

**DATE:** 1/19/2023

**SUBJECT:** **ADOPT RESOLUTION 2023-01 SANITARY SEWER  
MANAGEMENT PLAN TWO YEARS UPDATE**

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

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**STAFF RECOMMENDATION**

It is recommended that the Board of Commissioners adopt Resolution 2023-01 VVWRA Sanitary Sewer Management plan two (2) years audit.

**PREVIOUS ACTION(S)**

July 16, 2020, the Board of Commissioners approved Resolution 2020-08 (Exhibit 1) VVWRA Sanitary Sewer Management Plan (SSMP) five (5) years update.

**BACKGROUND INFORMATION**

To provide a consistent, statewide regulatory approach to address Sanitary sewer overflows, the State Water Board adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS WDR), Water Quality Order No. 2006-0003 (Sanitary Sewer Systems General Order) on May 2, 2006. The Sanitary Sewer Systems General Order requires public agencies that own or operate sanitary sewer systems to develop and implement sewer system management plans (SSMP) and report all sanitary sewer overflows to the State Water Board’s online sanitary sewer overflow database

The SSMP describes how VVWRA manages, operates, and maintains its sanitary collection system. 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 July 2020, VVWRA performed a five-year update of its SSMP, and in December 2022; staff worked closely with Dudek Environmental Planners and Engineers to perform a required two (2) years audit of VVWRA’s SSMP



The SSMP audit's goals are:

1. Minimize SSOs. In 2020, VVWRA experienced one (1) SSO. In 2021, VVWRA experienced one (1) SSO. This is consistent with the general downtrend of SSOs since the peak in 2010.
2. Prevent public health hazards.
3. Minimize inconveniences by responsibly handling interruptions in service.
4. Protect significant investment in collection systems by maintaining adequate capacities and extending useful life. In 2021, VVWRA completed the "Interceptor Risk Analysis," which includes capacity and condition analyses and recommended improvements to the collection systems to accommodate projected 2030 flow conditions.
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 minimal infiltration, inflow, and exfiltration.
8. In 2021, VVWRA began a 3-year regional inflow and infiltration (I/I) study to study where its member agencies' collection system I/I is occurring. This study is still ongoing.
9. Provide adequate capacity to convey peak flows. In 2021, VVWRA completed its "Interceptor Risk Analysis," which includes capacity and condition analyses and recommended improvements to the collection systems to accommodate projected 2030 flow conditions. Also, during the 2020 to 2021 audit period, the only capacity-related SSO was caused by a 10-year storm on March 12, 2020.
10. Safely perform all operations to avoid personal injury and property damage.

The final audit (Exhibit 2) yielded several findings and recommendations to improve the staff's ability to better manage the sanitary collection system.

One of the leading audit findings is that VVWRA is doing an excellent job in operating and maintaining the sanitary sewer system and reducing SSOs. VVWRA has recently spent considerable funds on sewer system capacity analyses and has a robust preventative maintenance program that is well documented.

Finally, the State Water Board adopted a new SSS WDR on December 6, 2022; the new order requires SSMP Updates changed from 5 years to 6 years, and its audits changed from every two to every three years.

It is recommended that the Board of Commissioners approve Resolution 2023-01 VVWRA Sanitary Sewer Management plan two (2) years audit.

**Attachment(s):**

**Exhibit (1)** – Resolution 2023-01 VVWRA SSMP 2022 Audit

# EXHIBIT 1

**RESOLUTION 2022-01**

**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 January 2023.

**ADOPTED AND APPROVED** this 19th day of January 2023

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Dakota Higgins, Chair  
VVWRA Board of Commissioners

**ATTEST:**

**APPROVED AS TO FORM:**

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Debra Jones, Secretary  
VVWRA Board of Commissioners

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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 January 19, 2023.

---

Kristi Casteel – Clerk of the Board

# EXHIBIT A

Resolution 2023-01



# Victor Valley Wastewater Reclamation Authority Sewer System Management Plan

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## 2022 Program Audit

*Prepared for:*

Victor Valley Wastewater Reclamation Authority  
20111 Shay Rd  
Victorville, CA 92394  
*Contact: Latif Laari*

December 2022

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- A. Audit Checklist
- B. Sample Training Logs

# Acronyms and Abbreviations

ADWF	average dry weather flow	PWWF	peak wet weather flow
Board	VWRA Board of Commissioners	RDII	Rainfall dependent inflow and infiltration
CCTV	Closed-circuit television	Regional Board	Lahontan Regional Water Quality Control Board
CIP	Capital Improvement Program/Plan	RWWRF	Regional Wastewater Reclamation Facility
CIWQS	California Integrated Water Quality System	SECAP	System Evaluation and Capacity Assurance Plan
COVID-19	Coronavirus disease	SERP	Spill Emergency Response Plan
CWEA	California Water Environment Association	SSMP	Sewer System Management Plan
EPA	United States Environmental Protection Agency	SSO	sanitary sewer overflow
FOG	Fats, Oils, and Grease	SSSWDR	Sanitary Sewer System WDR
GIS	Geographic Information System	State Board	California State Water Resources Control Board
Greenbook	Standard Publication for Public Works and Standard Plans for Public Works	VWRA	Victor Valley Wastewater Reclamation Authority
I/I	Inflow and infiltration	WDR	Waste Discharge Requirements
LACP	Lateral Assessment Certification Program	WRP	water reclamation plant
LF	Linear feet		
LRO	Legally Responsible Official		
MACP	Manhole Assessment Certification Program		
NASSCO	National Association of Sewer Service Companies		
NOV	Notice of Violation		
NPDES	National Pollutant Discharge Elimination System		
OERP	Overflow Emergency Response Plan		
O&M	Operations and Maintenance		
P3S	Pretreatment, Pollution Prevention, and Stormwater		
PACP	Pipeline Assessment Certification Program		
PDWF	peak dry weather flow		
PVC	Polyvinyl chloride		

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# 1 Executive Summary

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In May of 2006, the State of California's Water Resources Control Board adopted Order Number 2006-0003-DWQ that established General Waste Discharge Requirements (WDR) for all publicly owned sanitary sewer collection systems comprised of one or more miles of pipeline. The WDR requires that all enrolled agencies develop a Sewer System Management Plan (SSMP) that describes the activities of the enrollee in managing, operating and maintaining their sanitary sewer collection system. One of the requirements of the SSMP is to conduct an internal audit at least once every two years. The audit is to evaluate how the enrollee has developed and implemented each of the eleven elements of the SSMP and how each element is functioning to assist in the prevention of sanitary sewer overflows (SSO).

Victor Valley Wastewater Reclamation Authority (VWRA) owns and operates the sanitary sewer collection system within its VWRA service area, that includes the service areas of its member agencies: Town of Apple Valley, City of Hesperia, County Service Area – Oro Grande (CSA-42), County Service Area – Spring Valley Lake (CSA-64) and City of Victorville. This system is comprised of 45 miles of gravity sewer line that collect and transmit wastewater generated within the VWRA service area to VWRA's Regional Wastewater Reclamation Facility (RWWRf), the Hesperia Water Reclamation Plant and Apple Valley Water Reclamation Plant. There are three (3) lift stations owned by VWRA within the system. All three (3) lift stations are operated and maintained by VWRA. A fourth lift station that discharges in to the VWRA interceptor, the North Apple Valley Interceptor lift station, is owned and operated by the City of Victorville.

General maintenance of the sanitary sewer collection system is performed by VWRA contractors. VWRA's current sewer interceptor inspection and cleaning contractor, Innerline Engineering, has been work for a decade with VWRA. Innerline Engineering's current VWRA contract ends in 2024. VWRA awards 3-year contracts with 2-year extension options to its inspection and cleaning contractors.

As an existing enrollee, and pursuant to the 2006 WDR, VWRA has updated its SSMP on multiple occasions, including in 2008 (certified), 2012 (certified) and most recently updated and recertified in 2020. The SSMP describes how VWRA manages, operates, and maintains its sanitary collection system.

The Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Resources Control Board Order Number 2006-0003 requires that the SSMP be updated and approved by the agency's elected governing body every five years. The VWRA Board of Commissioners (Board) adopted the current SSMP in July 2020, with the document being last revised in April 2012. The next SSMP update should be completed in 2025.

Overall, VWRA is doing an excellent job in operating and maintaining their sewer system and reducing SSOs. VWRA has spent considerable funds in sewer system capacity analyses in recent years and has a robust preventative maintenance program that is well documented.

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## 2 Audit Format

This SSMP Audit separately evaluates each SSMP Section using the following format:

- Accomplishments
- Changes Made During Audit Period
- Score
- Recommendations
- Recommendation for SSMP Update

The score criteria utilized in the Audit are provided in the table below:

**Table 2.1: Audit Score Criteria**

Score	Score Basis
Good	The requirements in the Element are met. Any recommendations or observations are not significant.
Adequate	The majority of the requirements in the Element are met. Recommendations are minor.
Area for Improvement	Minimum requirements in the Element are not met. Recommendations are significant.

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## 3 SSMP Audit Participants

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This SSMP Audit assesses the effectiveness of WWRA's SSMP July 2020 Revision and compliance with the WDR. The purpose of the Audit is to recognize accomplishments and changes made since the last SSMP Audit, identify deficiencies, and recommend corrective actions.

The Audit was conducted by the following Dudek Staff:

- Elizabeth Caliva, P.E., *Project Manager*
- Hanna Dodd, P.E., *Project Engineer*

WWRA Staff participating in the SSMP Audit were:

- Latif Laari, *Environmental Compliance Manager*
- Darron Poulsen, *General Manager*
- Daniel Enriquez, *Environmental Compliance Inspector*
- Brad Adams, *Director of Operations and Maintenance*
- Xiwei Wang, *Accounting Supervisor*



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# 4 VVWRA 2022 Audit Results Summary

The SSMP Audit resulted in finding that the VVWRA SSMP (2020 Revision) is in full compliance with all subsections (elements) of the WDR, except the Organization and Design and Performance Provisions.

A summary of the results is presented in the table below:

**Table 4.1: Audit Results Summary**

SSWDR Section D.13	Effectiveness of the VVWRA's SSMP and Compliance with WDR	Comments
1. Goals [SSSWDR D.13(i)]	Good	VVWRA is on track to meet stated goals.
2. Organization [SSSWDR D.13(ii)]	Area for Improvement	Organizational chart in SSMP is outdated and lack names of positions responsible for implementing specific measures in the SSMP program.
3. Legal Authority [SSSWDR D.13(iii)]	Good	Existing legal authority is sufficient and effective.
4. Operation and Maintenance Program [SSSWDR D.13(iv)]	Adequate	Overall effective O&M occurring. The CIP list that came out of VVWRA's rehabilitation and replacement plan as well as trainings could be better describe in the SSMP.
5. Design and Performance Provisions [SSSWDR D.13(v)]	Area for Improvement	Existing design and construction provisions are sufficient. The SSMP lacks description about procedures and standards for inspecting and testing.
6. Overflow and Emergency Response Plan [SSSWDR D.13(vi)]	Adequate	Overflow and emergency response are good, but water quality sampling references in the OERP need to be updated to reflect current sampling procedures.
7. Fats, Oils and Grease (FOG) Control Program [SSSWDR D.13(vii)]	Good	VVWRA assessed whether their collection system needed a FOG program and determined that, based on the reasons listed in Section 12 of this Audit, that, at this time, VVWRA did not need a FOG program.

SSWDR Section D.13	Effectiveness of the VVWRA's SSMP and Compliance with WDR	Comments
8. System Evaluation and Capacity Assurance Plan (SECAP) [SSSWDR D.13(viii)]	Adequate	VVWRA is currently conducting a 3-year I/I study to update its CIP to reduce I/I and thereby, increase collection system capacity. The 2020 SSMP lacks descriptions of audit period capacity analysis studies and their funding sources.
9. Monitoring, Measurement, and Program Modifications [SSSWDR D.13(ix)]	Adequate	VVWRA is effectively tracking system maintenance, training, spills, etc. and modifying procedures accordingly, but not all this tracking is reflected in the SSMP. Better tracking of Mutual Aid Partner training and inspection records will support this element.
10. SSMP Program Audits [SSSWDR D.13(x)]	Good	VVWRA is performing audits regularly.
11. Communication Program [SSSWDR D.13(xi)]	Adequate	VVWRA's 2020 SSMP describes communication with satellite system entities (i.e. member agencies), but not how the SSMP is communicated to the general public.
12. Funding [SSSWDR D.13(viii)(c)]	Good	VVWRA has adequate funding to support its SSMP and compliance with the WDR.

The following sections describe these findings and recommendations in detail. The above list is a summary and is not intended to replace the detailed findings identified in the SSMP Audit Report. A full list of recommendations from this audit is included in the 2022 Audit Checklist, included in Appendix A.

# 5 Spill Performance and Spill Reporting

## Spill History:

During the 16-year period extending from December 25, 2007 to May 9, 2022, the VVRA experienced 32 sanitary sewer overflows (SSOs) from within its sanitary sewer collection system, with one (1) SSOs in 2020 and one (1) SSOs in 2021.

By practice, VVRA takes responsibility for the main interceptors only; the point of connection to the main interceptors are the responsibility of the member agency connecting to VVRA.

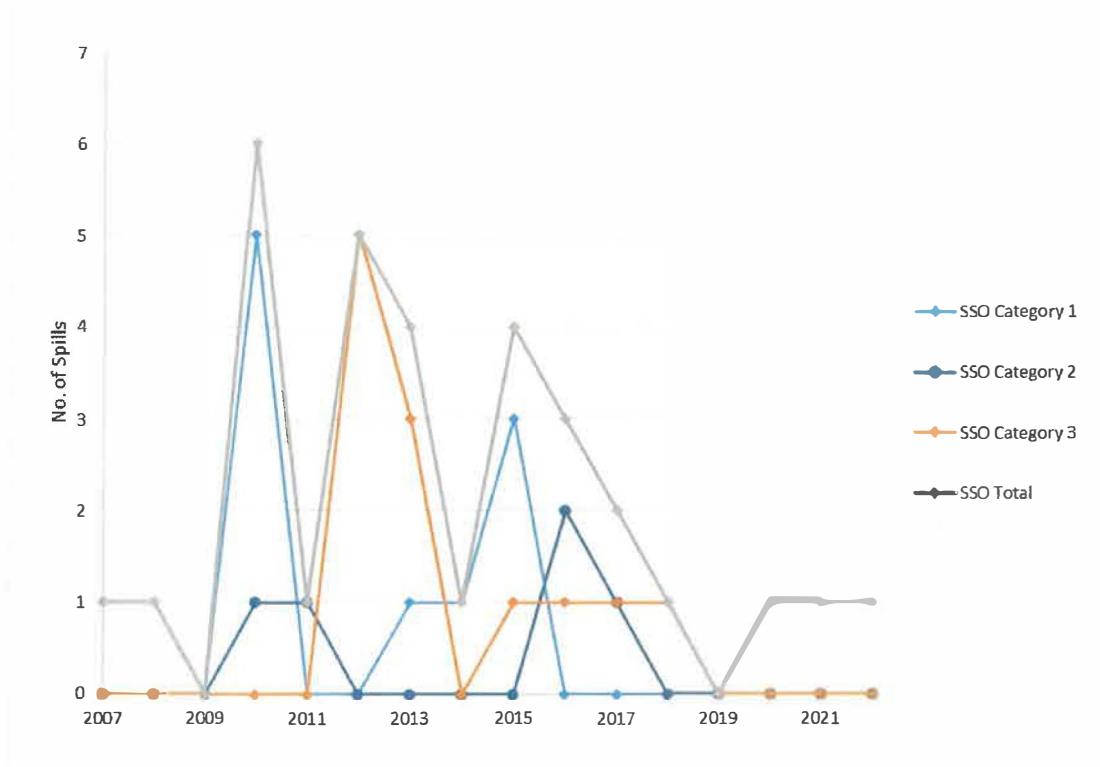
Below is a summary table and figure of the SSOs reported from 2007 to 2022 broken down by spill category.

**Table 5.1: SSO Reports 2007 to 2022**

Year	No. of SSOs			Total SSOs
	Category 1	Category 2	Category 3	
2007	1	0	0	1
2008	1	0	0	1
2009	0	0	0	0
2010	5	1	0	6
2011	0	1	0	1
2012	0	0	5	5
2013	1	0	3	4
2014	1	0	0	1
2015	3	0	1	4
2016	0	2	1	3
2017	0	1	1	2
2018	0	0	1	1
2019	0	0	0	0
2020 <sup>1</sup>	1	0	0	1
2021 <sup>1</sup>	1	0	0	1
2022 <sup>2</sup>	1	0	0	1

Notes:  
<sup>1</sup> Current audit period.  
<sup>2</sup> This does not include any spills after May 2022

Figure 1 - Spill History



**System Performance:**

The following information recaps how VVWRA’s sanitary sewer collection system performed during this audit period (2020-2021):

Size of collection system	45 miles (gravity)
Estimated (average) total sewage conveyed	11.5 MGD (in 2019)
Total Category 1 spills (public system)	2
Total Category 2 spills (public system)	0
Total Category 3 spills (public system)	0
Total spills (Categories 1 - 3 public system)	2
Total est. spill volume (Categories 1-3)	4,545 gallons
Total est. spill volume recovered	0 gallons
Total est. spill volume lost	4,545 gallons
Percent of total spill lost	100 %
Spills at Enhanced Maintenance Area (EMA)	N/A (VVWRA does not have EMAs)
Spills by cause (public system)	
Roots	0
Grease	0
Debris	0
Structural failure	0
Pump station failure	1
Capacity	1 (due to rainfall dependent infiltration and inflow,
RDII)	
Vandalism	0
Operator error	0
Other	0

**Conclusion**

VWRA has seen a general downward trend in SSOs in the last seven (7) years, including the audit period. The overall decrease in SSO events since the peak in 2010 indicates that the VWRA's efforts are fulfilling their goal of reducing SSOs.

**Recommendations:**

- a. Continue existing efforts in spill prevention and performance.

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# 6 Goals

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The Goals element of the SSMP is intended to establish specific, attainable, and measurable goals for the collection system management, operation, maintenance, and improvement. Goals are intended to be fluid and changed as they are achieved.

During the 2020-2021 audit period, the following goals were accomplished:

1. **Minimize SSOs.** In 2020, VVWRA experienced one (1) SSO. In 2021, VVWRA experienced one (1) SSO. This is consistent with the general downtrend of SSOs since the peak in 2010.
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.** In 2021, VVWRA completed their "Interceptor Risk Analysis" which including capacity and condition analyses as well as recommended improvements to the collection systems to accommodate projected 2030 flow conditions.
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.**  
In 2021, VVWRA began a 3-year regional inflow and infiltration (I/I) study to study where in its member agencies' collection system I/I is occurring. This study is still ongoing.
8. **Provide adequate capacity to convey peak flows.** In 2021, VVWRA completed their "Interceptor Risk Analysis" which including capacity and condition analyses as well as recommended improvements to the collection systems to accommodate projected 2030 flow conditions. Also, during the 2020 to 2021 audit period, the only capacity related SSO was caused by a 10-year storm on March 12, 2020.
9. **Perform all operations in safe manner to avoid personal injury and property damage.**

Score: Good

#### Recommendations:

- a. Maintain and/or improve training of VVWRA staff and contractors on O&M, OERP and SSMP activities.
- b. Complete I/I study.
- c. Maintain annual communication with satellite sewer systems regarding O&M of these satellite systems.

#### Recommendation for SSMP Update:

- a. Consider adding measurable goals to the SSMP (e.g. clean 20% of the VVWRA collection system per year, have one or less SSO per year).
- b. This section should be periodically reviewed to ensure that the information included remains accurate and up to date. If inaccuracies are found, they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.



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# 7 Organization

The SSMP lists the titles, description of duties, and contact information in 2020 for both VVRA positions and the VVRA’s contractors that are involved with the implementation of the SSMP.

In 2016, VVRA lost their Administrative Aid. This position was never reinstated.

Under the FY 2022-23 Adopted Annual Budget, a new organizational chart was created. The positions in this organizational chart that are associated with the SSMP are listed in Table 7.1.

**Table 7.1: Positions that Implement VVRA SSMP**

SSWDR Section D.13	Position(s)
Legally Responsible Official (LRO) or Duly Authorized Representative [SSSWDR J(ii)]	Environmental Compliance Manager
1. Goals [SSSWDR D.13(i)]	Board of Commissioners, General Manager, & Environmental Compliance Manager (i.e. LRO)
2. Organization [SSSWDR D.13(ii)]	Board of Commissioners, General Manager, & Environmental Compliance Manager
3. Legal Authority [SSSWDR D.13(iii)]	Board of Commissioners & General Manager
4. Operation and Maintenance Program [SSSWDR D.13(iv)]	Environmental Compliance Manager & Contractors (for sewer interceptors), and Director of Operations & Maintenance (for sewer interceptors and lift stations)
5. Design and Performance Provisions [SSSWDR D.13(v)]	Environmental Compliance Manager
6. Overflow and Emergency Response Plan [SSSWDR D.13(vi)]	Environmental Compliance Manager & Contractors
7. Fats, Oils and Grease (FOG) Control Program [SSSWDR D.13(vii)]	Board of Commissioners, General Manager, & Environmental Compliance Manager
8. System Evaluation and Capacity Assurance Plan (SECAP) [SSSWDR D.13(viii)]	Environmental Compliance Manager
9. Monitoring, Measurement, and Program Modifications [SSSWDR D.13(ix)]	Environmental Compliance Manager

SSWDR Section D.13	Position(s)
10. SSMP Program Audits [SSSWDR D.13(x)]	Environmental Compliance Manager
11. Communication Program [SSSWDR D.13(xi)]	General Manager
12. Funding [SSSWDR D.13(viii)(c)]	Board of Commissioners & General Manager

**Changes made during audit period:** Under the FY 2022-23 Adopted Annual Budget, a new organizational chart was created.

**Score:** Area for Improvement

**Recommendations:**

- a. Consider maintaining a list of updated personnel and contact information at the VVWRA office, if not kept already.
- b. Periodically review and make any necessary changes to the organizational structure listed in the SSMP and document in SSMP change log.
- c. Periodically review and make necessary revisions to the roles and responsibilities of positions listed in the SSMP and document in SSMP change log.
- d. Periodically review and update the contact information for individuals involved with the SSMP and document in SSMP change log.
- e. Periodically review and ensure that the proper legally responsible official (LRO) and data submitters are registered with the state.
- f. Periodically review and update the contact information for SSO notification and document in SSMP change log.

**Recommendation for SSMP Update:**

- a. Update the organizational chart in the SSMP Update to match that found in the FY 2022-23 Adopted Budget.
- b. List the names for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program in the SSMP Update.
- c. Add the names and contact information for contractors that are involved in implementing of the SSMP program in the SSMP Update.
- d. This section should be periodically reviewed to ensure that the information included remains accurate and up to date. If inaccuracies are found, they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.

## 8 Legal Authority

VWRA's legal authority to operate and maintain its sanitary sewer collection system is within 2021 VWRA Ordinance No. 001.

The WDR requires that VWRA have the legal authority in the following areas:

**Table 8.1: WDR Requirements**

Legal Authority Order Requirements	Applicable Sections of VWRA Ordinance No. 001
a. Prevent illicit discharges into its sanitary sewer system (examples may include I/I, storm water, chemical dumping, unauthorized debris, and cut roots, etc.)	VWRA Ordinance No 001: <ul style="list-style-type: none"> <li>• Article 05-04</li> <li>• Article 08-04.3</li> </ul>
b. Require that sewers and connections be properly designed and constructed	VWRA Ordinance No 001: <ul style="list-style-type: none"> <li>• Article 05-03</li> <li>• Article 06</li> </ul>
c. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency	VWRA Ordinance No 001: <ul style="list-style-type: none"> <li>• Article 09-02 (for Nondomestic and Industrial users)</li> </ul>
d. Limit the discharge of fats, oils, grease, and other debris that may cause blockages	VWRA Ordinance No 001: <ul style="list-style-type: none"> <li>• Article 07-03</li> <li>• Article 07-04</li> <li>• Article 08-04.3</li> <li>• Article 08-06.2</li> </ul>
e. Enforce any violation of its sewer ordinances	VWRA Ordinance No 001: <ul style="list-style-type: none"> <li>• Article 13</li> <li>• Article 09-01</li> <li>• Article 11-01.3</li> </ul>

**Changes made during audit period:** The VWRA "Ordinance No. 001 – Rules and Regulations for Sewage Service" was updated in July 2021.

**Score:** Good

**Recommendations:**

- Since inflow and infiltration (I/I) entering VWRA's collection system from satellite systems has been of issue, establish agreements with satellite agencies to control I/I into the VWRA's collection system.
- Since VWRA relies on the member agencies FOG programs to limit the discharge of FOG into VWRA's system, consider establishing agreements with satellite agencies to control FOG in their systems.

**Recommendation for SSMP Update:**

- a. Add Table 8.1 above to the SSMP Update.
- b. Add section listing the agreements (title and date; e.g. 1998 Joint Exercise of Powers Agreement) between the WWRA and any owners of satellite sewer systems to document these agreements explicitly.
- c. Additionally, this section should be periodically reviewed to ensure that the information included remains accurate and up to date. If inaccuracies are found, they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.

# 9 Operations and Maintenance Program

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## 9.1 Collection System Mapping:

VWRA has created and maintains a comprehensive, customized, electronic based Geographic Information System (GIS) sewer collection system map, showing all pipeline segments and manholes within VWRA's jurisdictional boundary as surveyed in 2008 and supplemented with as-built information. VWRA's GIS also includes facilities from satellite systems (not owned by VWRA). VWRA has made it a priority to continually ensure that the GIS continues to stay up-to-date. VWRA updates its GIS if a new asset is added to the VWRA collection system, or an existing collection system asset is abandoned. GIS maps are updated as needed, or as corrections are provided.

At the current time, maps (both digital GIS maps and hardcopy atlas maps) are available indicating general pipeline, lift station, and manhole locations. The GIS database's Manhole and Sewer Interceptor IDs are used to store information in VWRA's scheduled preventive maintenance, repair, and cleaning database, such as work order history and structural information to an associated manhole or sewer interceptor.

VWRA does not maintain maps of the nearby storm water inlets and pipelines. During the 2020 to 2021 audit period, VWRA updated its existing GIS to include the reclaimed water pipeline.

The SSMP references up-to-date information about collection system mapping. VWRA maintains complete, up-to-date, and sufficiently detailed maps.

### **Accomplishments:**

During this audit period the VWRA has achieved the following accomplishments:

- a. VWRA updated its existing GIS to include the reclaimed water pipeline.

**Score:** Adequate

### **Recommendation:**

- a. Add applicable stormwater conveyance facility data to VWRA GIS map. Especially, stormwater facilities near VWRA collection system infrastructure.
- b. Continue to regularly review and update the GIS sanitary sewer collection system maps for accuracy.

## 9.2 Preventive Maintenance Program:

The VVRA contractor, Innerline Engineering, manages the cleaning and inspection of its sanitary sewer collection system (except for lift stations, which are managed by VVRA). VVRA contractors clean and inspect a significant portion of its sanitary sewer collection system annually. The VVRA scheduled preventative maintenance, repair, and cleaning database system is used to schedule recurring maintenance and cleaning work orders, and CCTV inspections. The VVRA database also contains NASSCO's PACP and MACP condition assessment data for VVRA pipelines and manholes.

During calendar year 2021, VVRA contractors (Innerline Engineering) cleaned 6.7 miles of VVRA's 45-mile collection system. No cleaning or CCTV inspection was performed in 2020 due to the COVID-19 pandemic. VVRA performs jetting of all the lines on an as-needed basis based on performance measurements like sewage levels and odor complaints. VVRA manholes are visually inspected in conjunction with sewer line cleaning. CCTV inspection occurs after cleaning.

In addition to line-cleaning, VVRA contractors (Innerline Engineering) CCTV inspected 6.1 miles, or 14%, of the sanitary sewer collection system in 2021. VVRA contractors also visually inspected approximately 102 manhole structures during hydro jetting and CCTV inspections.

No cleaning or CCTV inspection was performed in 2020 due to the COVID-19 pandemic.

Lift station operations and maintenance are performed by VVRA. Lift stations are inspected by VVRA staff daily. Lift station wetwells are cleaned by VVRA staff quarterly. All VVRA lift stations contain on-site backup generators.

VVRA's SSMP contains up-to-date information about preventative operations and maintenance activities. VVRA's preventative maintenance activities are sufficient and effective in reducing and preventing SSOs and blockages.

### Accomplishments:

VVRA has estimated the following maintenance activities were completed during this audit period.

Description of Work Event	Work Accomplished During Audit Period (Calendar Years 2020 - 2021)
Total length of gravity sewer lines cleaned	Approximately 7 miles
Percentage of gravity sewer lines cleaned	15% (Per VVRA, 6% or 3 miles of the system in the Mojave River is not accessible to maintenance crews)
Total number of manhole inspections	102
Total length of sewer lines inspected by televising	6.1
Percentage of sewer lines inspected by televising	14%

**Changes made during audit period:** In 2021, VVRA signed a contract agreement with Innerline Engineering for sewer CCTV inspection and cleaning services.

**Score:** Adequate

**Recommendations:**

- a. Add more sensors to assist in determining where performance-based cleaning is needed.
- b. Ensure documentation of lift station inspection is happening and records readily accessible.
- c. Consider listing specific performance metrics for triggering as-needed cleaning based on sewer level rise.
- d. Consider evaluating whether an enhanced cleaning or inspection cycle is needed at certain portion of the VVWRA collection system.

**Recommendation for SSMP Update:**

- a. Remove the “5-year” cycle language from the SSMP since VVWRA cleans based on performance.
- b. Describe lift station routine preventative operation and maintenance activities in the SSMP Update.

## 9.3 Rehabilitation and Replacement Plan:

VVWRA’s contractors assessed the VVWRA sewer pipelines and manholes during routine inspections using NASSCO’s PACP and MACP condition assessment rankings.

Engineering studies and assessments of VVWRA’s sanitary sewer collection system performed between 2011 and 2021 provided results regarding the condition of the existing sanitary sewer collection system. Defects identified during these assessments were prioritized and incorporated into the 2021 “Interceptor Risk Analysis” report’s recommended system improvements list (i.e. current CIP).

The most recent VVWRA rehabilitation/repair project was the new 2,400 LF 15-inch Desert Knolls Wash Pipeline and associated facilities (e.g. grit removal structure) completed in 2019 for \$1.7M. The Desert Knolls Pipeline project created a new alignment that removed the South Apple Valley Interceptor from the Desert Knolls Wash area and minimized future conflicts with the San Bernardino County Flood Control District Desert Knolls Wash Phase III Project and the Academy for Academic Excellence. It also replaced a section of the previously existing interceptor composed of 15-inch PVC pipeline that was totally exposed and floated/deflected upward during a significant rain event.

Twenty-four (24) VVWRA manhole lids were replaced with composite, lockable lids in the SSMP audit period of 2020 to 2021.

The SSMP contains up-to-date information about the rehabilitation and replacement program, as well as the CCTV inspection program. Scheduled inspections and the condition assessment program appear to be effective in identifying, prioritizing and addressing deficiencies, other than the manhole security issue identified in the Lahontan Regional Water Quality Control Board’s (Regional Board) September 8<sup>th</sup>, 2022, Notice of Violation (NOV). The CIP addresses prioritized projects for collection system assets. VVWRA plans to adopt a new secure manhole standard that will be used for all future manholes frames and lids replacement (see Section 10 below).

The funds used for the Capital Improvement Program (CIP) are describe in Section 17 of this Audit.

**Changes made during audit period:** Identified defects and recommended system improvements in the 2021 “Interceptor Risk Analysis” report.

**Score:** Adequate

**Recommendations:**

- a. Any future CIP manhole rehabilitation projects will replace unsecure manholes with secure manholes per the new manhole standards mentioned in Section 10 below.
- b. Continue to determine sources of funding for updated CIP list started in 2022.



- c. Continue to review and update the current CIP list. If dates are not realistic or have passed new dates should be reassigned. Projects that have been completed or are no longer necessary should be removed. Any new projects based upon the system evaluation or CCTV inspection should be added.

**Recommendation for SSMP Update:**

- a. Per the 2018 SSMP Audit, add a list of CIP projects to the SSMP with schedules and funding sources.

## 9.4 Training Program:

VWRA staff training is facilitated by both VWRA staff and outside training workshops, such as CWEA and P3S. VWRA staff also receive training on sewer monitoring from SmartCover and ADS, VWRA staff receive annual SSO Emergency Response Plan, confined space and traffic control training. New VWRA staff are trained are lift station operation and maintenance. All trainings are documented and the records readily accessible. Example training records are provided in Appendix B.

VWRA's 2021 contract with Innerline Engineering stipulates that Innerline Engineering's "employees or subcontractors have all necessary licenses, permits, qualifications and approvals... to perform [Sewer CCTV and Cleaning Services] in the State of California." The contract also stipulates that Innerline Engineering's "employees or subcontractors will receive adequate training."

VWRA contractors are trained in:

- Confined space entry procedures
- OSHA Construction Safety and Health,
- American Traffic Safety Services Association (ATSSA) flagging, and
- NASSCO PACP, MACP, and LACP.

**Changes made during audit period:** SSO response trainings performed during audit period.

**Score:** Adequate

**Recommendations:**

- a. Develop and provide training on the SSMP to relevant VWRA staff and contractors. Also train VWRA staff on California Integrated Water Quality System (CIWQS) to meet requirements in the new Order describe in Section 18 of this Audit.
- b. Modifications to the training should be implemented on an as-needed basis especially when new equipment is installed, or operating procedures have been changed.
- c. All new employees and contractors should be trained as soon as possible, and records of all training should be maintained.

**Recommendation for SSMP Update:**

- a. Per 2018 SSMP Audit, if VWRA contractors are to be certified/licensed, add this information to the SSMP Update.
- b. Add more VWRA and contractor training information (e.g. types and frequency of trainings) to the SSMP Update.

## 9.5 Equipment and Replacement Parts Inventory:

VWRA also owns and operates the following equipment that can be utilized in an SSO emergency:

- Trailer mount generator
- Six (6) Trailer mount pumps
- Ten (10) 300-ft hoses
- Portable Wacker pump
- A boom truck
- An air compressor
- Two (2) trailer mount light towers
- A traffic control trailer
- A Confined Space Entry Trailer

VWRA is responsible for ensuring that VWRA equipment is kept in proper working condition and that backup supplies are available.

VWRA also stores spare pipe and pump replacement parts for quick use in emergency replacements.

VWRA maintains a list of contractors and equipment rental companies in case additional equipment and/or parts is needed for emergency repairs.

VWRA purchased a new collection utilities truck in 2021. Various other smaller equipment and replacement parts were purchased during the audit period to replace used items. Purchases are made on an as-needed basis to maintain inventory. The equipment and spare parts are checked monthly to make sure that they are in working order for use in emergencies.

In 2022, VWRA also ordered a new vactor truck. The vactor truck is expected to be at VWRA in 2023.

**Changes made during audit period:** In 2021, VWRA purchased a new collection utilities truck. Replacement parts inventory stock maintained.

**Score:** Good

### **Recommendation for SSMP Update:**

- a. Add new collection utilities truck and new vactor truck to equipment list in the SSMP Update.
- b. Additionally, this section should be periodically reviewed to ensure that the information included remains accurate and up-to-date. If inaccuracies are found, they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.

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# 10 Design and Performance Provisions

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VWRA utilizes the current edition of the Standard Publication for Public Works and Standard Plans for Public Works (Greenbook) to provide design and performance provisions. VWRA has developed standard details for Public Works improvements, available upon request from VWRA.

Although inspecting and tested specifications were not received in this audit, VWRA maintains that their sewer mains are installed, tested, and inspected according to industry standards.

VWRA may also contract with an engineering firm for design of construction and rehabilitation related projects. All projects are designed by a Professional Engineer registered in the State of California. All Contractors working on projects must be licensed and insured.

By 2024, VWRA plans to update its manhole standards to require that future manholes have composite manhole frames and lockable lids to create more secure manholes to prevent anyone from vandalizing VWRA's sewer system. This standard update shall be noted in the next SSMP update.

**Score:** Area for Improvement

**Recommendations:**

- a. Update manhole standards to require that future manholes have composite manhole frames and lockable lids.
- b. Create VWRA procedures and standards for inspecting and testing sewers, pumps, and other appurtenances.

**Recommendation for SSMP Update:**

- a. By December 31<sup>st</sup>, 2024, include statement in a revised SSMP about the new manhole standard update to make future manholes more secure.
- b. Describe the VWRA procedures and standards for inspecting and testing sewers, pumps, and other appurtenances in the SSMP Update.
- c. Consider either placing VWRA standards and specifications on VWRA website or updating the SSMP to state that the standards and specifications are not on the VWRA website, but available upon request.
- d. This section should be periodically reviewed to ensure that the information included remains accurate and up to date. If inaccuracies are found they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.

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# 11 Overflow Emergency Response Plan

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VWRA's Overflow Emergency Response Plan (OERP) addresses SSO response, detection, mitigation, clean up, investigation, documentation and reporting. It was last revised in 2020 to maintain compliance with the statewide WDR. The OERP details the activities of VWRA's first responder to a SSO event and contains contact information for the VWRA's mutual aid partners (VWRA member agencies, bypass equipment rental companies, bypass contractors, and engineering consultants) who may be involved with site response. It also contains information on spill estimation techniques and necessary spill notification and reporting procedures. VWRA staff are trained on the OERP.

VWRA's OERP contains a Water Quality Monitoring Plan for Category 1 SSOs of 50,000 gallons or more that are spilled to surface waters. VWRA staff sample the SSO receiving water and fill out sample labels and chain-of-custody forms before transporting samples to either BSK or Babcock laboratories within the maximum sample hold times.

VWRA responds to all SSOs that occur on VWRA's interceptor collection system and some SSOs that occur in member agencies' collection systems. VWRA maintains responsibility only for the VWRA interceptors. Member agencies are responsible for their own sewer pipes including the point of connection to the VWRA's collection system. While VWRA does not perform O&M on their five (5) tributary satellite systems, if contacted, VWRA would provide emergency response to an uncontrolled SSO if it were to occur with those systems and the entities (e.g. VWRA member agencies) required assistance. VWRA may seek financial reimbursement for these efforts.

During this two-year audit period, VWRA had two (2) public SSOs. Documented spill response times were an average of 5.5 minutes in 2020 and 2021.

The VWRA's SSMP contains a version of the OERP. The OERP is effective in handling SSOs as evidenced by the handling and reduction of public sewer system SSOs since 2010.

#### **Changes made during audit period:**

- a. In January 2022, VWRA added a SmartCover in the manhole just upstream of the Oro Grande lift station to monitor abnormal sewage levels caused by lift station failures before they cause SSOs.

**Score:** Adequate

#### **Recommendations:**

- a. Consider adding more level sensors in VWRA manholes just upstream of lift stations to detect lift station failures.
- b. As stated in the 2018 SSMP Audit, per VWRA current NPDES permit (Order No. R6V-2020-0028, NPDES No. CA0102822; Attachment D Section V.E.) spills are to be provided orally to the Regional Board within 24 hours from the time VWRA is aware of the spill and a report shall be provided within five (5) days from the time VWRA is aware of the spill.

**Recommendation for SSMP Update:**

- a. Ensure contact information listed in this section up-to-date.
- b. Similar to recommendations in the 2018 SSMP Audit, consider adding standard field report forms specific to SSOs and a procedure on how to fill out these forms in the SSMP.
- c. Add a new “Overflow Detection” item in the VVWRA SSMP for the SmartCover sensors that were installed in January 2022 for detecting an SSO.
- d. Add notification of regulatory agencies step the OERP “Initial Response” (Section 6-3.b of the VVWRA SSMP) for an SSO where a bypass is necessary.
- e. Differentiate between the “Recovery and clean-up (mitigation)” steps (Section 6-4 of the VVWRA SSMP) for an SSO during dry versus wet weather conditions.
- f. Since VVWRA only analyses coliform for bacteria indicator sampling of SSOs, remove the statements about enterococcus bacteria indicator sampling from the SSMP.
- g. Update the references to the “Regional Plant Laboratory” with “BSK or Babcock laboratories”.
- h. Per the 2018 SSMP Audit, add information about “SSO Technical Report” from Table 2 of the Order No. WQ 2013-0058 EXEC to Section 8 – “Regulatory notification and reporting” of VVWRA’s OERP.
- i. This section should be periodically reviewed to ensure that the information included remains accurate and up to date. If inaccuracies are found, they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.

# 12 Fats, Oils and Grease Control Program

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Prior to 2021, VVRA had its own Fats, Oils and Grease (FOG) Control Program where it performed inspections and issued permits. In 2021, VVRA delegated its FOG inspection and permit issuing work to its member agencies FOG Control Programs to avoid duplicating efforts

VVRA assessed its collection system to determine the necessity of implementing a FOG Control Program and determined that, at this time, it would be unnecessary due to the following points:

- VVRA has not experienced any SSOs that were attributed to FOG;
- VVRA has very few direct connections to commercial, food service, institutional and industrial establishments (these facilities typically connect directly to VVRA's member agencies' collection systems);
- VVRA member agencies have their own FOG Control Programs that are reviewed by VVRA;
- VVRA Sewer Use Ordinance (SUO) 001 contains FOG prohibitions;
- Class III (non-Significant Industrial User) permits are being issued to restaurants and other food processing facilities;
- VVRA accepts restaurants' grease interceptor pumped waste at its RWWRF (this service reduces the amount of grease disposed of in the collection system); and
- VVRA has a Public Outreach Program through its website, treatment plant tours, and publicized Board of Commissioner's meetings held each month.

VVRA now oversees the FOG Control Programs of its member agencies. VVRA receives information from its member agencies on how many FOG Control Program inspections happened and how many permits are currently issued and compiles that information in a quarterly report that is sent to the EPA. VVRA also has FOG information on its website and social media as well as sends out quarterly public newsletter about FOG control.

**Changes made during this audit period:** In 2021, VVRA delegated its FOG inspection and permit issuing work to its member agencies FOG Control Programs to not duplicate efforts.

**Score:** Good

**Recommendation:**

- a. Continue evaluations of the need for VVRA to implement a FOG Control Program.
- b. Continue to review VVRA member agencies FOG Control Programs.



**Recommendation for SSMP Update:**

- a. Since the 2021 decision to delegate FOG Control Program work to the member agencies was determined, consider changing from VVWRA's SSMP the sentence "An annual evaluation of the need to initiate a FOG Control Plan is conducted each year." to "Evaluations of the need to initiate a VVWRA Control Program are done on an as-needed basis."
- b. Describe the 2021 decision to delegate the FOG Control Program work to the member agencies, VVWRA oversight of the member agencies FOG Control Programs, and the FOG public outreach that VVWRA does in more detail in the SSMP Update.
- c. Briefly describe member agencies (e.g. City of Victorville and Town of Apple Valley) FOG Control Programs in the SSMP Update.
- d. Per 2018 SSMP Audit, consider adding number of permitted restaurants in the SSMP Update.
- e. This section should be periodically reviewed to ensure that the information included remains accurate and up to date. If inaccuracies are found, they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.

# 13 System Evaluation and Capacity Assurance Plan

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In 2019 and 2021, VVWRA completed their “Interceptor Capacity Study” and “Interceptor Risk Analysis” reports, respectively. The overall study, that these two reports covered, included:

1. Creation of a new interceptor system hydraulic model calibrated to the latest metered flow data.
2. A determination of 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. A determination of allocations of flow, by member agency, under ADWF.
4. A lift station capacity analysis under 2017 PWWF.
5. Estimated current and future projected interceptor capacity.
6. Interceptor capacity evaluation criteria.
7. Updates to the calibrated model with future projected improvements that sought to identify opportunities to improve capacity and O&M efficiency.
8. 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 the 2019 and 2021 studies:

- 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 VVWRA interceptor collection system. A regional approach to recycled water conveyance and storage would significantly improve monetization of treated wastewater supplies and supplement regional water supplies.
- Anticipated VVWRA service area growth necessitates capacity system improvements in three (3) main regions of the VVWRA interceptor system. Total planning level, project-based system improvements are estimated at approximately \$123M.
- Realignment of the Lower Narrows system out of the Mojave River is recommended to reduce the potential risk (and cost) due to a catastrophic pipeline failure in this environmentally sensitive area.
- The Oro Grande and Victorville pump stations are adequately sized to handle 2017 PWWFs.
- VVWRA’s O&M activities appear to be adequate in reducing and minimizing SSOs.
- The region currently exhibits high rainwater dependent inflow and infiltration (I/I). A regional approach to I/I reduction investigation and mitigation would likely reduce the consolidated wet weather flows within the VVWRA interceptor system and prolong the need for future capacity increases of the system.

Projects that came out of these studies are list in VVWRA's Capital Improvement Program (CIP). The CIP projects are prioritized to be completed by 2031.

In 2021, VVWRA began a 3-year regional inflow an infiltration (I/I) study to study where in its member agencies' collection system I/I is occurring. This study is still ongoing.

In 2022, VVWRA started to update its CIP list of projects; determining a schedule and funding sources for these CIP projects. The CIP update is expected to be completed in 2023. Funding sources identified for CIP projects include revenues from member agencies, developer impact fees, grants and state revolving fund loans. The Oro Grande Lift Station CIP project has been determined to be funded by a USDA grant.

**Changes made during audit period:**

- The "Interceptor Risk Analysis" report was complete in 2021.
- In 2021, VVWRA began a 3-year regional inflow an infiltration (I/I) study to study where in its member agencies' collection system I/I is occurring. This study is still ongoing.

**Score:** Adequate

**Recommendations:**

- a. Complete the 2021 I/I study to gain a more current and comprehensive understanding of existing system capacity under rain dependent I/I.
- b. Develop an updated CIP to reduce I/I found in the I/I study and reevaluate collection system capacity with reduced I/I.
- c. Continue to determine schedule and sources of funding for updated CIP list started in 2022.

**Recommendation for SSMP Update:**

- a. Describe 2021 Interceptor Risk Analysis and 2022 Regional Inflow and Infiltration studies in the SSMP Update.
- b. List sources of schedule and funding for updated CIP in SSMP Update.
- c. This section should be periodically reviewed to ensure that the information included remains accurate and up to date. If inaccuracies are found, they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.

# 14 Monitoring, Measurement and Program Modifications

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VWRA maintains an Interceptor database system that tracks scheduled preventative maintenance, repairs, and cleaning activities. The database includes:

- Last inspection date,
- Next projected inspection date,
- Inspection comments,
- Last maintenance date,
- Next projected maintenance date,
- Last cleaning date,
- Next projected cleaning date,
- Detail of repair(s) and the date the repair(s) were performed,
- Condition of the pipe (NASSCO's PACP),
- The severity of the damage (NASSCO's PACP, LACP and MACP), and
- Flags mineral deposits/build-up.

Scheduled preventative maintenance, repair, and cleaning needs are prioritized based on the age of the line segment, criticality to the proper functioning of the VWRA collection network, known line requirements, and "at-risk" issues. VWRA uses this information to create reports, assess the success of the preventative maintenance program, and to prioritize SSMP activities.

VWRA measures the effectiveness of each element of the SSMP, evaluates SSO trends (SSO frequency, location and volume), and updates SSMP program elements as needed and, at a minimum, at 2-year intervals, at the time of the SSMP Audit (described in Section 15 below).

#### **Accomplishments:**

- Tracked all spills, VWRA staff training and preventative maintenance.
- Review of performance parameters as a part of this SSMP audit to evaluate program effectiveness.

**Changes made during audit period:** None

**Score:** Adequate

#### **Recommendations:**

- a. Maintain up-to-date, organized and easily accessible mutual aid (e.g. contractors or member agencies) partner training and inspection records.
- b. Consider annual reviews of performance parameters if numbers of SSOs increase or Element 1 goals are found as not adequately being addressed.

#### **Recommendation for SSMP Update:**

- a. Add SSO trend charts and/or table to the SSMP.
- b. This section should be periodically reviewed to ensure that the information included remains accurate and up to date. If inaccuracies are found they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.

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# 15 SSMP Program Audits

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As required by the WDR, VVRA must conduct an SSMP audit every two years at minimum with a report prepared and kept on file. Corrective actions are to be taken whenever deficiencies are noted or SSMP improvements are needed. To accomplish the audit, VVRA contracted with a consulting firm who worked closely with the VVRA's staff to review the SSMP, its implementation, and the effectiveness of VVRA's efforts in reducing SSOs. VVRA completed its last audit in 2018 and the SSMP was last updated in 2020.

**Score:** Good

**Recommendation:**

- a. Continue to conduct an audit of the SSMP every two years and maintain the audit report on file.
- b. Use checklist from audit findings (Appendix A) and incorporate findings to ensure recommendations are implemented.

**Recommendation for SSMP Update:**

- a. Consider adding a log of audit recommendations to an appendix of the SSMP Update.
- b. This section should be periodically reviewed to ensure that the information included remains accurate and up to date. If inaccuracies are found they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.

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# 16 Communication Program

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VWRA shall communicate with the public on the development, implementation and performance of the SSMP. VWRA's communication program shall allow the public the opportunity to provide input to VWRA on its program. VWRA's communication program uses public comment at Board meetings and online communications (e.g. [www.vwra.com](http://www.vwra.com)) as means to communicate with the public.

The recent version of the SSMP is available on VWRA's website. VWRA allows public comment at its Board meetings.

Additionally, the VWRA and its member agencies meets on a monthly basis at Board meetings and Engineering Committee meetings to discuss sewer issues, including the SSMP. Public comment is allowed at these monthly Board meetings.

VWRA communicates with the four (4) satellite system entities (i.e. member agencies) that together have five (5) tributary satellite systems to the VWRA sewer collection system on a continuous cooperative basis and, at minimum, at monthly Board meetings.

**Score:** Adequate

**Recommendations:**

- a. Maintain communication with satellite systems.

**Recommendation for SSMP Update:**

- a. Add information about VWRA's methods of communicating to the public about their SSMP in the SSMP Update.
- b. Add information about monthly Board meetings in the SSMP update.
- c. This section should be periodically reviewed to ensure that the information included remains accurate and up to date. If inaccuracies are found they should be corrected and noted as to when the corrections were made and by whom. Corrections can be tracked in a log or on an errata sheet placed in the SSMP.



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# 17 Funding

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The funding portion of the SSMP audit is intended to determine if the audited agency has met the requirements of the WDR for providing necessary financial support for its SSMP. The WDR requires that each enrollee have adequate resources (D9) and to identify sources of funding (D13 (viii) (c)) to support the agency's management, operation and maintenance of its sanitary sewer collection system. This audit is not an in-depth audit of VVWRA's financial structure but a brief overview of how VVWRA funds the activities of its SSMP in compliance with the WDR.

In 2022, VVWRA started to update its CIP list of projects; determining funding sources for these CIP projects. The CIP update is expected to be completed in 2023. Funding sources identified for CIP projects include revenues from member agencies, developer impact fees, grants and state revolving fund loans.

VVWRA current funds the operations and maintenance (O&M) of its interceptors and lift stations with user charges. For FY 2019-2020, VVWRA budgeted \$90,000 for interceptor O&M and spent \$89,981. For FY 2020-2021, VVWRA budgeted \$53,000 for interceptor O&M and spent \$51,184. For FY 2019-2020, VVWRA budgeted \$160,000.00 for lift station O&M and spent \$157,297.00. For FY 2020-2021, VVWRA budgeted \$160,000.00 for lift station O&M and spent \$111,807.00.

From the documentation presented, it appears that the VVWRA currently has adequate funding in place to support its SSMP in compliance with the WDR. The WDR in D. Provisions, paragraph 9 states *The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.*

**Score:** Good

**Recommendations:**

- a. Continue to determine sources of funding for updated CIP list started in 2022.
- b. Separate lift station O&M budget and expenses from other VVWRA staff budget and expenses for easier tracking of this collection system item's funding source.

**Recommendation for SSMP Update:** VVWRA to continue to review the costs associated with the required maintenance and operation of its collection system to ensure that adequate funds are available for current and future needs.

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# 18 Upcoming New SSMP WDR Changes

The December 6<sup>th</sup>, 2022 adopted Statewide General Order for Sanitary Sewer Systems (New Order) supersedes the previous State Water Resources Control Board Order 2006-003-DWQ and amendments thereafter (e.g. Order No. WQ 2013-0058-EXEC). Since this audit’s recommendations were based on meeting the requirements of Orders 2006-003-DWQ and WQ 2013-0058-EXEC, this section highlights items for future VVWRA SSMP Audits and SSMP Updates that need to be considered given the adopted Statewide General Order for Sanitary Sewer Systems.

Note: This Section was based on change orders posted on the State Water Board website on 12/16/2022. The final adopted order was not posted on the website and some items might be subject to future changes due to verbal comments at the December 6<sup>th</sup>, 2022 State Water Board meeting.

## 18.1 Due Dates

The New Order requires new items in overflow emergency response plans (now called “Spill Emergency Response Plans” or SERPs), Collection System Questionnaires (now called “Annual Reports”), and SSMP Updates. It also requires that SERPs, SSMP Audits, and SSMP Updates get updated and submitted on new schedules. It also requires that an electronic sanitary sewer service area boundary map be submitted to the CIWQS Sanitary Sewer System Database. **Table 18.1** lists the update and submittal dates of the next SERPs, SSMP Audits, and SSMP Update per the New Order.

**Table 18.1: New Order Due Dates<sup>1</sup>**

New Order Item	New Order Relevant Section	Update Date	Submittal Due Date
Spill Emergency Response Plans (SERPs)	5.12 & Attachment D6	Within 6 months of the Effective Date (June 5, 2023) of the New Order <b>(December 5, 2023)</b>	When SSMP Update is due, submit as attachment to SSMP Update <b>(May 2, 2025)</b>
System Performance Analysis Graphs	5.11 & Attachment E1 3.9	Submit two graphs in Annual Report <b>(April 1, 2024)</b>	
SSMP Audit	5.4 & Attachment E1 3.10	6 months after the end of the required 3-year audit period <b>(May 2, 2024)</b>	
SSMP Update	Attachments D & E1 3.11	Within 6 years after the required due date of the last SSMP Update <b>(May 2, 2025)</b>	
Change Log	5.5	Continuously	When SSMP Update is due, submit as attachment to SSMP Update <b>(May 2, 2025)</b>
Electronic Sanitary Sewer System Service Area Boundary Map	5.14 & Attachment E1 3.8	Sometime between July 1, 2025 and December 31, 2025.	

<sup>1</sup> Note: This Table was based on change orders posted on the State Water Board website on 12/16/2022. The final adopted order was not posted on the website and some items might be subject to future changes due to verbal comments at the December 6<sup>th</sup>, 2022 State Water Board meeting. Therefore, this information is pending confirmation from the final posted adopted New Order.

## 18.2 New Items

The New Order has three (3) significant new items:

- 1) Electronic Sanitary Sewer System Service Area Boundary Map (Boundary Map)
- 2) System Performance Analysis Graphs
- 3) Required Change Log

### 18.2.1 Boundary Map (New Order Section 5.14)

As part of the New Order, WWRA shall submit an up-to-date service area boundary map to the State Water Board. The map must include the location of wastewater treatment facilities that treat sewer system waste if in the same sewer service boundary.

### 18.2.2 System Performance Analysis Graphs (New Order Section 5.11)

As part of the New Order, WWRA shall include a running 10-year system performance analysis in its Annual Report (formerly known as the "Collection System Questionnaire"). The analysis must include two (2) CIWQs-generated graphs presenting the following information:

**1) Graph 1 – Total Spill Volume per Year**

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years  
Y axis: The total spill volume, per Spill Category, for each calendar year (with Category 4 only showing in the post-2023 years)

**2) Graph 2 – Total Number of Spills per Year**

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years  
Y axis: The total number of spills, per Spill Category, for each calendar year (with Category 4 only showing in the post-2023 years)

### 18.2.3 Required Change Log (New Order Section 5.5)

Per the New Order, during the time period in between SSMP Updates, WWRA shall continuously document changes to its SSMP in a change log attached to the SSMP. This an updated requirement from WQ 2013-0058-EXEC E.3 which states "Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP."

## 18.3 Public Accessibility (New Order Section 6.3)

The New Order also explicitly states that the SSMP must be maintained for public inspection at the WWRA office and facilities and must be available to the public through CIWQS and/or the WWRA website.

## 18.4 Changes to SECAP (New Order Attachment D 8)

The New Order expands the requirements of what is needed in the SSMPs System Evaluation and Capacity Assurance Plan (SECAP). The New Order SSMP's System Evaluation, Capacity Assurance and Capital Improvements section is required to cover procedures and activities for:

- Routine evaluation and assessment of system conditions (new requirements in Attachment D 8.1) including procedures to:
  - Evaluate the sanitary sewer system assets utilizing the best practices and technologies available,
  - Identify and justify the amount (percentage) of its system for its condition to be assessed each year,
  - Prioritize the condition assessment of system areas that:
    - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies,
    - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas,
    - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List,
  - Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods,
  - Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State ,
  - Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities, and
  - Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions;
- Capacity assessment and design criteria (similar to 2006-003-DWQ D.13.viii);
- Prioritization of corrective actions (similar to 2006-003-DWQ D.13.viii.c); and
- A capital improvement plan, including schedules and funding sources for each project (similar to 2006-003-DWQ D.13.viii.c&d).

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# 19 Supporting Documentation

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# Appendix A

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2022 Audit Checklist

## 2022 VVWRA SSMP Audit Checklist

Section	Recommendations from Audit	Person Accountable	Due Date
Goals	Maintain and/or improve training of VVWRA staff and contractors on O&M, OERP and SSMP activities.		
	Complete I/I study.		
	Maintain annual communication with satellite sewer systems regarding O&M of these satellite systems.		
	Consider adding measurable goals to the SSMP (e.g. clean 20% of the VVWRA collection system per year, have one or less SSO per year).		
Organization	Consider maintaining a list of updated personnel and contact information at the VVWRA office, if not kept already.		
	Periodically review and make any necessary changes to the organizational structure listed in the SSMP and document in SSMP change log.		
	Periodically review and make necessary revisions to the roles and responsibilities of positions listed in the SSMP and document in SSMP change log.		
	Periodically review and update the contact information for individuals involved with the SSMP and document in SSMP change log.		
	Periodically review and ensure that the proper legally responsible official (LRO) and data submitters are registered with the state.		
	Periodically review and update the contact information for SSO notification and document in SSMP change log.		
	Update the organizational chart in the SSMP Update to match that found in the FY 2022-23 Adopted Budget.		
	List the names for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program in the SSMP Update.		
	Add the names and contact information for contractors that are involved in implementing of the SSMP program in the SSMP Update.		
Legal Authority	Since inflow and infiltration (I/I) entering VVWRA's collection system from satellite systems has been of issue, establish agreements with satellite agencies to control I/I into the VVWRA's collection system.		



Section	Recommendations from Audit	Person Accountable	Due Date
Legal Authority (Cont.)	Since VVWRA relies on the member agencies FOG programs to limit the discharge of FOG into VVWRA's system, consider establishing agreements with satellite agencies to control FOG in their systems.		
	Add Table 8.1 of the VVWRA SSMP 2022 Audit to the SSMP Update.		
	Add section listing the agreements (title and date; e.g. 1998 Joint Exercise of Powers Agreement) between the VVWRA and any owners of satellite sewer systems to document these agreements explicitly.		
O&M Program	Add applicable stormwater conveyance facility data to VVWRA GIS map. Especially, stormwater facilities near VVWRA collection system infrastructure.		
	Continue to regularly review and update the GIS sanitary sewer collection system maps for accuracy.		
	Add more sensors to assist in determining where performance-based cleaning is needed.		
	Ensure documentation of lift station inspection is happening and records readily accessible.		
	Consider listing specific performance metrics for triggering as-needed cleaning based on sewer level rise.		
	Consider evaluating whether an enhanced cleaning or inspection cycle is needed at certain portion of the VVWRA collection system.		
	Remove the "5-year" cycle language from the SSMP since VVWRA cleans based on performance.		
	Describe lift station routine preventative operation and maintenance activities in the SSMP Update.		
	Any future CIP manhole rehabilitation projects will replace unsecure manholes with secure manholes per the new manhole standards mentioned in Section 10 of the VVWRA SSMP 2022 Audit.		
	Continue to review and update the current CIP list. If dates are not realistic or have passed new dates should be reassigned. Projects that have been completed or are no longer necessary should be removed. Any new projects based upon the system evaluation or CCTV inspection should be added.		



Section	Recommendations from Audit	Person Accountable	Due Date
O&M Program (Cont.)	Develop and provide training on the SSMP to relevant VVWRA staff and contractors. Also train VVWRA staff on California Integrated Water Quality System (CIWQS) to meet requirements in the new SSMP Order describe in Section 18 of the VVWRA SSMP 2022 Audit.		
	Modifications to the training should be implemented on an as-needed basis especially when new equipment is installed or operating procedures have been changed.		
	All new employees should be trained as soon as possible, and records of all training should be maintained.		
	Add new collection utilities truck and new vector truck to equipment list in the SSMP Update.		
Design and Performance Provisions	Update manhole standards to require that future manholes have composite manhole frames and lockable lids.		
	Create VVWRA procedures and standards for inspecting and testing sewers, pumps, and other appurtenances.		
	By December 31 <sup>st</sup> , 2024, include statement in a revised SSMP about the new manhole standard update to make future manholes more secure.		
	Consider either placing VVWRA standards and specifications on VVWRA website or updating the SSMP to state that the standards and specifications are not on the VVWRA website, but available upon request.		
Overflow Emergency Response Plan	Consider adding more level sensors in VVWRA manholes just upstream of lift stations to detect lift station failures.		
	As stated in the 2018 SSMP Audit, per VVWRA current NPDES permit (Order No. R6V-2020-0028, NPDES No. CA0102822; Attachment D Section V.E.) spills are to be provided orally to the Regional Board within 24 hours from the time VVWRA is aware of the spill and a report shall be provided within five (5) days from the time VVWRA is aware of the spill.		
	Ensure contact information listed in this section up-to-date.		
	Similar to recommendations in the 2018 SSMP Audit, consider adding standard field report forms specific to SSOs and a procedure on how to fill out these forms in the SSMP.		



Section	Recommendations from Audit	Person Accountable	Due Date
Overflow Emergency Response Plan (Cont.)	Add a new "Overflow Detection" item in the VVWRA SSMP for the SmartCover sensors that were installed in January 2022 for detecting an SSO.		
	Add notification of regulatory agencies step the OERP "Initial Response" (Section 6-3.b of the VVWRA SSMP) for an SSO where a bypass is necessary.		
	Differentiate between the "Recovery and clean-up (mitigation)" steps (Section 6-4 of the VVWRA SSMP) for an SSO during dry versus wet weather conditions.		
	Since VVWRA only analyses coliform for bacteria indicator sampling of SSOs, remove the statements about enterococcus bacteria indicator sampling from the SSMP.		
	Update the references to the "Regional Plant Laboratory" with "BSK or Babcock laboratories".		
	Per the 2018 SSMP Audit, add information about "SSO Technical Report" from Table 2 of the Order No. WQ 2013-0058 EXEC to Section 8 – "Regulatory notification and reporting" of VVWRA's OERP.		
FOG Program	Continue evaluations of the need for VVWRA to implement a FOG Control Program.		
	Continue to review VVWRA member agencies FOG Control Programs.		
	Since the 2021 decision to delegate FOG Control Program work to the member agencies was determined, consider changing from VVWRA's SSMP the sentence "An annual evaluation of the need to initiate a FOG Control Plan is conducted each year." to "Evaluations of the need to initiate a VVWRA Control Program are done on an as-needed basis."		
	Describe the 2021 decision to delegate the FOG Control Program work to the member agencies, VVWRA oversight of the member agencies FOG Control Programs, and the FOG public outreach that VVWRA does in more detail in the SSMP Update.		
	Briefly describe member agencies (e.g. City of Victorville and Town of Apple Valley) FOG Control Programs in the SSMP Update.		
	Per 2018 SSMP Audit, consider adding number of permitted restaurants in the SSMP Update.		
SECAP	Complete the 2021 I/I study to gain a more current and comprehensive understanding of existing system capacity under rain dependent I/I.		

Section	Recommendations from Audit	Person Accountable	Due Date
SECAP (Cont.)	Develop an updated CIP to reduce I/I found in the I/I study and reevaluate collection system capacity with reduced I/I.		
	Continue to determine schedule and sources of funding for updated CIP list started in 2022.		
	Describe 2021 Interceptor Risk Analysis and 2022 Regional Inflow and Infiltration studies in the SSMP Update.		
	List sources of schedule and funding for updated CIP in SSMP Update.		
Monitoring, Measurement and Program Modifications	Maintain up-to-date, organized and easily accessible mutual aid (e.g. contractors or member agencies) partner training and inspection records.		
	Consider annual reviews of performance parameters if numbers of SSOs increase or Element 1 goals are found as not adequately being addressed.		
	Add SSO trend charts and/or table to the SSMP.		
SSMP Audits	Continue to conduct an audit of the SSMP every two years and maintain the audit report on file.		
	Use checklist from audit findings (this document) and incorporate findings to ensure recommendations are implemented.		
	Consider adding a log of audit recommendations to an appendix of the SSMP Update.		
Communication Program	Maintain annual communication with satellite systems.		
	Add information about VVWRA's methods of communicating to the public about their SSMP in the SSMP Update.		
	Add information about monthly Board meetings in the SSMP update.		
Funding	Separate lift station O&M budget and expenses from other VVWRA staff budget and expenses for easier tracking of this collection system item's funding source		

# Appendix B

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## Sample Training Logs





## Acknowledgements

Latif Laari assigned acknowledgements on **Thursday, June 16, 2022 8:27:03 AM**

Latif Laari	Thursday, June 16, 2022 8:27:03 AM	Eugene Davis	Not Acknowledged
Miguel Mendoza	Thursday, June 16, 2022 8:46:45 AM	Mike Tarango	Sunday, June 19, 2022 3:21:31 PM
Brad Adams	Not Acknowledged	Johnny Bustos	Wednesday, June 22, 2022 2:08:27 PM
Moises Castro	Friday, June 17, 2022 9:59:12 AM	Kyle Regis	Friday, June 17, 2022 2:30:56 PM
Marcos Avila	Not Acknowledged	Mauricio Marin	Not Acknowledged
David Wylie	Tuesday, June 21, 2022 6:27:02 AM	Robert Coromina	Monday, August 1, 2022 10:24:21 AM
Robert Townsend	Thursday, June 16, 2022 1:49:19 PM	Daniel Enriquez	Thursday, June 16, 2022 2:09:56 PM
Richard Swatzell	Tuesday, July 5, 2022 3:14:47 PM	Julio Espinoza	Not Acknowledged
Michael Koncur	Monday, June 27, 2022 1:32:35 PM	Brad Doneff	Not Acknowledged
Charles Trammel	Not Acknowledged	Eric Schweizer	Monday, August 1, 2022 5:42:39 AM
Travis Prine	Not Acknowledged	Andrew Henriquez	Not Acknowledged
Craig Taylor	Not Acknowledged	Lucas Wilkens	Not Acknowledged
Derek Evans	Wednesday, July 6, 2022 7:18:22 AM	Kalin Westover	Sunday, June 19, 2022 6:54:58 AM
James Pasieka	Friday, June 17, 2022 10:35:16 AM	Mario Leos	Not Acknowledged
Darron Poulsen	Not Acknowledged	Brandon Talley	Not Acknowledged
Daniel Kessell	Tuesday, June 21, 2022 7:07:46 AM	Michael Medina	Wednesday, July 6, 2022 8:06:37 AM
David Sharp	Not Acknowledged	Andrei Davis	Not Acknowledged
James Hunsaker	Not Acknowledged	Alfredo Garibay	Saturday, August 27, 2022 2:28:09 PM
Chase Cottrell	Thursday, June 16, 2022 8:47:43 AM	Allen Dorado	Not Acknowledged



**Acknowledgements****Latif Laari assigned acknowledgements on Monday, November 29, 2021 3:14:29 PM**

Latif Laari	Monday, November 29, 2021 3:14:29 PM	Eugene Davis	Not Acknowledged
Miguel Mendoza	Wednesday, December 1, 2021 7:40:21 AM	Mike Tarango	Tuesday, December 14, 2021 6:45:15 AM
Brad Adams	Not Acknowledged	Johnny Bustos	Wednesday, December 8, 2021 3:44:21 AM
Moises Castro	Tuesday, November 30, 2021 2:24:49 PM	Kyle Regis	Monday, November 29, 2021 3:29:46 PM
Marcos Avila	Not Acknowledged	Mauricio Marin	Not Acknowledged
Robert Coromina	Monday, August 1, 2022 10:35:47 AM	Richard Swatzell	Tuesday, November 30, 2021 6:44:59 AM
Julio Espinoza	Not Acknowledged	Michael Konkur	Monday, December 27, 2021 2:06:28 PM
Brad Doneff	Not Acknowledged	Charles Trammel	Wednesday, December 29, 2021 7:06:54 AM
Eric Schweizer	Tuesday, November 30, 2021 12:10:25 PM	Travis Prine	Not Acknowledged
Andrew Henriquez	Not Acknowledged	Craig Taylor	Not Acknowledged
Lucas Wilkens	Not Acknowledged	Derek Evans	Wednesday, July 6, 2022 6:59:10 AM
Kalin Westover	Tuesday, November 30, 2021 3:09:05 PM	Mario Leos	Not Acknowledged
Darron Poulsen	Not Acknowledged	Brandon Talley	Not Acknowledged
Daniel Kessell	Friday, February 11, 2022 12:53:42 PM	Michelle Quintana	Tuesday, November 30, 2021 8:50:25 AM
Michael Medina	Not Acknowledged	David Sharp	Wednesday, February 2, 2022 7:27:24 AM
Andrei Davis	Not Acknowledged	James Hunsaker	Not Acknowledged

**Daniel Kessell assigned acknowledgements on Friday, February 11, 2022 12:53:29 PM**

&nbsp; Administrator	Not Acknowledged	David Wylie	Monday, February 14, 2022 7:22:51 AM
Robert Townsend	Wednesday, February 16, 2022 7:00:13 AM	Daniel Enriquez	Friday, February 11, 2022 1:54:15 PM
James Pasieka	Wednesday, June 15, 2022 8:27:46 AM	Alfredo Garibay	Not Acknowledged
Chase Cottrell	Tuesday, March 8, 2022 2:52:07 PM	Allen Dorado	Not Acknowledged



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

**TO:** VVWRA Board of Commissioners

**FROM:** Darron Poulsen, General Manager *DP*

**SUBMITTED BY:** Robert Coromina, Director of Administrative Services *RC*  
Xiwei Wang, Accounting Supervisor

**DATE:** January 19, 2023

**SUBJECT:** **ADOPTION OF RESOLUTION 2023-02 TO APPROVE THE CLARIFYING MODIFICATIONS ON THE INVESTMENT POLICY**

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**For Action**                       **Fiscal Impact:**                      **None**

**Information Only**                       **Account Code:**

**Funds Budgeted/Approved:** **none**

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**STAFF RECOMMENDATION**

It is recommended that the Board of Commissioners adopt Resolution 2023-02, the clarifying modifications on the Investment Policy.

**PREVIOUS ACTION(S)**

On November 17, 2022, the Board approved the revisions to the VVWRA Investment Policy.

**BACKGROUND INFORMATION**

On November 17, 2022, staff requested that the Board adopt a new investment policy that more clearly represented the actual operations and the changes that were made in the Finance Department. Following the adoption of the new policy we received further direction from our legal representation that other changes were necessary to the wording. Staff worked with our legal team to develop the necessary wording. Those changes have been made and are further detailed in the attached Resolution 2023-02 (Exhibit 1). It is recommended that the Board of Commissioners adopt Resolution 2023-02, the clarifying modifications on the Investment Policy.

**ATTACHMENT**

**Exhibit 1- Resolution 2023-02 Clarifying Modifications on the Investment Policy**

# EXHIBIT 1

**RESOLUTION 2023-02**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY FOR  
THE ADOPTION OF A STATEMENT OF POLICY FOR THE  
INVESTMENT OF FUNDS FOR FISCAL YEAR 2022-2023**

**WHEREAS**, Government Code Section 6509.5 directs the Victor Valley Wastewater Reclamation Authority (“VWVRA”) to invest funds that are not required for the immediate necessities of VWVRA in a manner consistent with the conditions set forth in Government Code Section 53601, and;

**WHEREAS**, Government Code Section 53601 specifies the permissible type of investments for surplus funds of local agencies, and;

**WHEREAS**, Government Code 53630 et seq. Further specifies procedures for the handling and deposit of all monies belonging to, or in the custody of VWVRA, and;

**WHEREAS**, Government Code 53660 et seq. Further requires the VWVRA Treasurer (“Treasurer”) to annually render to the VWVRA Board of Commissioners (“Commission”) a statement of investment policy which the Commission shall consider and adopt at a public meeting, and;

**WHEREAS**, the Treasurer has rendered, and the Commission has reviewed, the proposed statement of investment policy.

**NOW, THEREFORE, THE COMMISSION OF THE VICTOR VALLEY  
WASTEWATER RECLAMATION AUTHORITY DOES HEREBY RESOLVE AS  
FOLLOWS:**

**Section 1.** The Statement of Investment Policy (“Policy”) attached hereto as Exhibit “A” shall be the statement of investment policy for the Victor Valley Wastewater Reclamation Authority, and;

**Section 2.** The Policy shall be effective upon adoption and shall continue in effect until amended by formal resolution or until the next annual reconsideration and re-adoption of the Policy by the Commission as required by Government Code Section 53646.

**ADOPTED** this 19th day of January 2023.

---

Dakota Higgins, Chair  
VWVRA Board of Commissioners

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Debra Jones, Secretary  
VWVRA Board of Commissioners

\_\_\_\_\_  
Piero Dallarda of  
Best Best & Krieger LLP, VWVRA Counsel

**CERTIFICATION**

I, Kristi Casteel, Secretary to the Board of Commissioners of the Victor Valley Wastewater Reclamation Authority, State of California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2023-02, adopted by the Board of Commissioners of said Authority at its meeting of January 19, 2023.

\_\_\_\_\_  
Kristi Casteel  
Secretary to the Board of Commissioners



# EXHIBIT A

Resolution 2023-02



**Victor Valley Wastewater Reclamation Authority**

**Department of Finance**

**Investment Policy**

**APPROVALS**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 General Manager

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Accounting Supervisor

PROCEDURE REVISION HISTORY		
Rev.	Date	Approval
1.0	10/18/18	Board Approval – Resolution No.2018-14
2.0	08/19/21	Board Approval – Resolution No.2021-07
3.0	11/17/22	Board Approval – Resolution No. 2022-14
<u>4.0</u>	<u>1/19/23</u>	<u>Board Approval – Resolution No.</u>

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# INVESTMENT POLICY



VICTOR VALLEY WASTEWATER  
RECLAMATION AUTHORITY



Board Approved on ~~November 17, 2022~~ January 19, 2023  
Resolution 20232-14

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**VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY  
TREASURER'S STATEMENT OF INVESTMENT POLICY**

**OVERVIEW**

This statement is intended to provide guidelines for the prudent investment of the Victor Valley Wastewater Reclamation Authority's (hereinafter referred to as "Authority") temporary idle cash, and outline the procedures for maximizing the efficiency of the Authority's cash management system. The ultimate goal is to enhance the economic status of the Authority while safeguarding its assets.

**I. POLICY**

It is the Policy of the Victor Valley Wastewater Reclamation Authority to invest public funds in a prudent manner, which will provide in the following order: 1) the highest level of safety of funds, 2) liquidity of funds in order that daily cash flow demands are met, 3) the yield or investment return be maximized while conforming to all laws of the State of California regarding the investment of public funds. In addition, this policy provides guidelines for authorized investments and in accordance with Section 53646 of the California Government Code, the Authority Treasurer will annually render to the Board of Commissioners a Statement of Investment Policy.

**II. DELEGATION OF AUTHORITY**

The Board of Commissioners (Board) has ultimate authority with respect to investment of Authority funds, and ensuring compliance with this Policy. The Board may delegate such authority, as it deems appropriate, to individual members, officers, or employees of the Authority.

The Board has appointed General Manager as the Treasurer of the Authority pursuant to Section 6505.6. In the absence of the Treasurer, the responsibility to direct investment transactions effecting Authority monies will be restricted to the General Manager's delegates, acting as the Deputy Treasurer. Such delegates shall be designated by the General Manager in a writing bearing the General Manager's signature or they may be designated through a Board Resolution. In the event that the General Manager does not or cannot designate a person or persons to be in charge, the following order of succession shall apply:

- 1) Director of Administration
- 2) Finance Supervisor

The Treasurer and the Deputy Treasurer have been authorized to undertake investment transactions on behalf of the Authority. The authority to undertake investment transactions on behalf of the Authority shall not pass to another individual unless specifically authorized in writing by the General Manager (Treasurer). Although the Treasurer and Deputy Treasurer have been authorized to undertake investment transactions, the clerical management (such as reporting requirements, confirmations, and record keeping) responsibility for the Authority's investments has been delegated to the Finance Department of the Authority. No person may engage in an investment transaction except as provided under the terms of this policy.

The Treasurer is responsible for ensuring compliance with the Authority's investment policies as well as for establishing systems of internal control to regulate the activities of subordinate officials.

The Treasurer, the Deputy Treasurer, the Chairman of the Board of Commissioners and representatives from the Finance Department shall review the policy on an annual basis for submission and approval by the Board of Commissioners pursuant to Section 53646.

These same members will act as the Investment Committee and meet quarterly to review the Treasurer's Quarterly Investment Report and evaluate the portfolio, the quarterly cash report and to provide general oversight and guidance concerning the investment policy. The Investment Committee is not authorized to direct investment decisions or select individual investment advisors, brokers or dealers.

### **III. SCOPE**

The Treasurer, as defined in Section II. Delegation of Authority, is authorized to invest the Authority's funds in accordance with the applicable provisions of Articles 1 and 2 of Chapter 4 of Division 2, Part 1 of the California Government Code (the "Chapter 4") and Section 16429.1<sup>1</sup>. This investment policy applies to all financial assets of the Authority. These funds are accounted for in the Comprehensive Quarterly Financial Reports. All monies entrusted to the Treasurer will be pooled in an actively managed portfolio except for the employees' retirement funds, which are administered separately and the proceeds of certain debt issues, which are managed and invested by trustees appointed under indenture agreements.

### **IV. PRUDENCE**

The actions of the Treasurer in the performance of his or her duties as a manager of public funds shall be evaluated using the prudent person standard contained in Section 53600.3 applied in the context of managing the overall portfolio:

All governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to Chapter 4 of Division 2, Part 1 of the Government Code are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Investment officers acting in accordance with written procedures and the investment policy exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **V. OBJECTIVES**

The primary objectives, in priority order, of the Authority investment activities shall be:

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<sup>1</sup> All references to "Section" shall refer to the California Government Code unless specified otherwise.

#### A. Safety

Safety of principal is the foremost objective of the investment program. Investments of the Authority shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The Authority shall seek to safeguard principal by a careful examination of credit risk and market risk of individual investments.

- Credit Risk - is defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by investing in only very safe institutions and by diversifying the fund so that the failure of any one issuer would not unduly harm the Authority's cash flow.
- Market Risk - is defined as limiting the weighted average maturity of the Authority fund to less than five years, shall mitigate the risk of market value fluctuations due to overall changes in the general level of interest rates.
- The Authority shall invest in only those institutions that are considered very safe.

#### B. Liquidity

The Authority investment portfolio will remain sufficiently liquid to enable the Authority to meet all operating expenditure requirements, which might be reasonably anticipated.

#### C. Return on Investment

The Authority investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary cycles, taking into account the Authority's investment risk constraints and the cash flow characteristics of the portfolio. Whenever possible, consistent with risk limitations and prudent investment principles, the Authority shall make an effort to achieve returns at the market average rate of return. The market average rate of return is defined as the average return on six month U.S. Treasury Bills (in normal markets).

### VI. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions on behalf of the Authority. The Treasurer, the Deputy Treasurer and all other employees who have been authorized by the Treasurer pursuant to these policies to undertake investment transaction on behalf of the Authority are required to file annual disclosure statements, State of California Form 700, Statement of Economic Interests Disclosure, as required by the Fair Political Practices Commission (FPPC), and thus disclose to the Secretary to the General Manager/Board of Commissioners any material financial interests in financial institutions that conduct business within the jurisdiction. Any such employees, shall, prior to authorizing an investment transaction with a business entity in which such employee has a financial interest that would otherwise be reportable on Schedule A-1 of California Form 700 whether or not such entity is located in or doing business in the Authority's jurisdiction at such time, disclose such financial interest to the Secretary to the General Manager/Board of Commissioners and General Counsel of the Authority. During the course of the year, if there is an event subject to disclosure pursuant to the preceding paragraph that could impair the ability of the Treasurer, the Deputy Treasurer or any other employee who has been authorized by the Treasurer pursuant to these policies to undertake investment transaction on behalf of the Authority to make prudent decisions pursuant to the standard set forth in III above, the General Counsel to the Authority, General Manager and Chairperson and Secretary to the Board will be notified in writing within 10 days of the occurrence of such event subject to disclosure.

## VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Authority shall transact business only with issuers, banks, and registered investment security dealers, managers and advisors. The purchase of any investment, other than those purchased directly from the issuer, shall be purchased either from an institution licensed by the State of California as a broker/dealer, as defined in Section 25004 of the Corporations code, who is a member of the National Association of Securities Dealers (NASD) or a member of a Federally regulated securities exchange, a National or State-Chartered Bank, a Federal or State Association (as defined by Section 5102 of the Financial Code), or a brokerage firm designated as a Primary Government Dealer by the Federal Reserve Bank. The Treasurer shall investigate all institutions that wish to do business with the Authority, in order to determine if they are adequately capitalized, make market in securities appropriate to the Authority's needs, and agree to abide by the conditions set forth in the Authority's Investment Policy. The Treasurer shall not authorize any such institution to provide investment services to the Authority unless such institution shall have provided to the Treasurer: 1) a current audited financial statement, 2) proof of National Association of Security Dealers Certification, 3) proof of state registration, 4) completed broker/dealer questionnaire (Exhibit 1), and 5) certification of having read the Authority's investment policy and depository contracts (Exhibit 2).

The Treasurer will maintain a list of financial institutions authorized to provide investment services to the Authority and review annually the financial condition and registrations of qualified bidders. A current audited financial statement and proof of current National Association of Securities Dealer Certification and state registration are required to be on file with the Treasurer for each financial institution and broker/dealer with which the Treasurer invests funds of the Authority.

## VIII. AUTHORIZED AND SUITABLE INVESTMENTS

The Sections 16429.1 and the provisions of Articles 1 and 2 of Chapter 53601, et seq. limits the investment vehicles available to local agencies. The authority's Investment Policy further restricts the permitted investments to those listed below:

- **California State Treasurer's Local Agency Investment Fund (LAIF)** - Section 16429.1 authorizes each local government agency to invest a maximum of \$40 Million in the investment program administered by the California State Treasurer. Money invested with LAIF is pooled with state money in order to earn the maximum rate of return possible in a manner consistent with sound investment practices. There is no limitation as to the percentage of the portfolio a local agency can invest in LAIF. A local agency can remit to the state treasurer any money not required for immediate needs and Section 16429.1 gives the agency the exclusive determination of the length of time its money will be on deposit.

LAIF provides daily liquidity; therefore, there is no final stated maturity for this investment category. Investments in LAIF shall not exceed \$40 million per governmental entity.

- **San Bernardino County Local Agency Investment Fund (SBCLAIF).**
- **The Investment Trust of California (CaITRUST)**, as authorized by Government Code Section 53601(p).
- **United States Treasury Bills, Notes and Bonds** or those for which the full faith and credit of the United States are pledged for payment of principal and interest. Purchase of



this category shall not exceed five years to maturity. There is no limit on the percentage of the Authority's investment portfolio that may be invested in this category of investment.

- **Insured Certificates of Deposits (CD's) of California banks**, which mature in 5 years or less, provided that the authority's purchases of such CD's shall not exceed Two Hundred Fifty thousand Dollars (\$250,000) per institution per the Troubled Assets Relief Program (TARP) of the Federal Government guidelines or any other applicable limit established by the State of California or the Federal Government. If the TARP guidelines change or are eliminated by the Federal Government, the Authority must remain within the insured dollar amount guidelines of the Federal Deposit Insurance Corporation (FDIC). The purchases of certificates of deposit pursuant to this paragraph and the following paragraph may not, in total, exceed 30% of the Authority's investment portfolio that may be invested in these categories of investments.
- **Certificates of Deposits acquired through the Certificate of Deposit Account Registry Service (CDARS)** pursuant to and in compliance with the provisions of Section 53601.8 at a financial institution that uses a private sector entity to assist in placement of such certificates of deposit. The purchases of certificates of deposit pursuant to this paragraph and the preceding paragraph may not, in total, exceed 30% of the Authority's investment portfolio that may be invested in these categories of investments.
- **Money Market Mutual Funds ( MMMF)** pursuant to Section 53601(l). Such MMMF investments shall be restricted to those funds offered by diversified management companies that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and that have (1) attained the highest ranking or highest letter and numerical rating provided by not less than two of the following nationally recognized statistical rating organizations: Moody's, Standard & Poor's, or Fitch, and (2) retained an investment advisor registered with the Securities and Exchange Commission with not less than five years experience, with assets under management in excess of five hundred million dollars (\$500,000,000). A further restriction is that the purchase price of shares of the mutual funds shall not exceed twenty percent (20%) of the Authority's surplus funds and the purchase price of shares of any one mutual fund shall not exceed ten percent (10%) of the Authority's surplus funds.

## **IX. COLLATERALIZATION**

Collateralization will be required on all Demand Accounts and uninsured Time Deposits. Demand Accounts and uninsured Time Deposits with financial institutions shall be collateralized at 102% of market value of principle and accrued interest or in the manner prescribed by law for depositories accepting municipal investment funds, whichever is greater.

All securities owned by the Authority will be held by an independent third party with whom the Authority has a current custodial agreement, except the collateral for time deposits in the financial institutions. Collateral for time deposits in savings and loans is held by the Federal Home Loan Bank or an approved Agent of Depository. The collateral for time deposits in banks shall be held in the Authority's name in the bank's Trust Department, or alternatively in the Federal Reserve Bank.

## **X. CONFIRMATION**

Receipts for confirmation of purchase of authorized securities should include the following information: trade date, par value, rate, price, yield, settlement date, cusip number, description of securities purchased, agency's name, net amount due, third party custodial information. These are minimum information requirements.

Confirmations should be received by the Finance Department, thus allowing for a separation of duties between the Treasurer who places the investment and the Finance Department staff confirming the investment.

## **XI. SAFEKEEPING OF SECURITIES**

In accordance with Section 53601, all securities owned by the Authority shall be held in safekeeping by the Authority's custodial bank or third-party bank trust department, acting for the Authority under the terms of a custody agreement. All securities will be received and delivered using standard Delivery-Versus Payment (DVP) procedures, which ensures that securities are deposited with the third-party custodian prior to release of funds. A third-party custodian as evidenced by safekeeping receipts will hold securities. Investments in LAIF or money market mutual funds are undeliverable and are not subject to delivery or third-party safekeeping. Investments in CalTRUST for all participants are under custody of a third-party custodian selected by the CalTRUST Board of Trustees.

The Authority will diversify its investments by security type and institution. Except for U.S. Treasury securities and authorized pools (LAIF, SBCLAIF and CalTRUST); no more than 50% of the entity's total investment portfolio will be invested in a single security type or with a single financial institution.

## **XII. GUIDELINES**

When more than \$1,500,000 has been accumulated at a bank checking account, the Treasurer shall deposit such monies above \$1,500,000 with the authorized investment institutions or may gather interest quotes from financial institutions qualified to do business with the Authority, consisting of both banks and savings and loans who have a Gerry Findley Incorporated (GFI) or other equivalent rating agency used by Municipal Treasurers to evaluate banks and savings and loans, Bank Rating Evaluation of "A" or higher. Before money is invested in other than the LAIF, quotes from six (6) or more institutions shall be obtained by the Authority. All qualified institutions

from which quotes are obtained shall be insured under the FDIC or the Federal Savings and Loan Insurance Corporation (LAIF, SBCLAIF and CalTRUST are excluded from this provision).

Quotes may be taken by telephone and shall be arrayed on a quote sheet showing the date of the quote and the name of the Authority employee obtaining quotes. The quote sheet shall list the amount to be invested, the institutions from which quotes were solicited, the quoting official, and the comparative rates of simple interest offered for the money. The simple interest rate shall be listed in each case for thirty (30), sixty (60), and ninety (90), and one hundred and eighty (180) day investment periods. If other alternatives are given, the purpose of the quote sheet is to compare like with like. (LAIF, SBCLAIF and CalTRUST are excluded from this provision.)

### **XIII. MAXIMUM MATURITIES**

To the extent possible, the Authority will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow or expressly authorized by the Board, no less than three months prior to the investment, the Authority will not directly invest in securities maturing more than five (5) years from the date of purchase.

### **XIV. INTERNAL CONTROL**

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

### **XV. PERFORMANCE STANDARDS**

The investment portfolio will be designed to balance three primary objectives: (i) security of the invested funds; (ii) liquidity to ensure that funds are available to meet the cash flow requirements of the Authority; and (iii) return on investment. The rate of return should be no lower than the rate offered by the LAIF on the date that funds are invested.

### **XVI. REPORTING**

Under the provision of Section 53464, the Treasurer shall render a report to the Authority's Board of Commissioners with detailed information on all investments of the Authority. The report will be submitted at least quarterly and provided to the Board in a Board agenda. The report may contain the following information on the portfolio that is subject to this investment policy:

- The type of investment, name of the issuer or custodian, date of maturity (if applicable) and return on investment for the reporting quarter;
- The report should include the costs of investment;
- Weighted average maturity period (such as a number of months to the maturity) of the investments, if applicable;
- The market value and source of the valuation;
- Compliance of investments with the investment policy; and
- Whether the liquidity of investments is consistent with the Authority's ability to meet its anticipated expenditure requirements for the next six months.

## **XVII. INVESTMENT POLICY ADOPTION AND ANNUAL REVIEW**

The above investment policy is adopted by resolution of the Authority. According to Section 53646, the Treasurer shall review the policy on an annual basis and the Board shall consider at a public meeting and approve any modifications made thereto.

## **XVIII. GLOSSARY**

**AGENCIES:** Federal agency securities

**ASKED:** The price at which securities are offered.

**BANKERS' ACCEPTANCES (BA):** a draft or Bill of Exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the insurer.

**BID:** The price offered for securities.

**BROKER:** A broker brings buyers and sellers together for a commission.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**CERTIFICATE OF DEPOSIT (CD):** a time deposit with a specific maturity evidenced by a certificate. Certificate of Deposit may be issued in either negotiable or nonnegotiable form. Nonnegotiable certificates cannot be resold in the secondary market and may face penalties for early redemption whereas a negotiable CD may be resold.

**COUPON:** (a) The annual rate of interest that a bond issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DISCOUNT:** The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full value, e.g., US Treasury Bills.

**DIVERSIFICATION:** dividing investment funds among a variety of securities offering independent return.

**FEDERAL CREDIT AGENCIES:** Agencies of Federal Government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives and exporters.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. The Federal Reserve through open-market operations currently sets this rate. This is the rate banks with excess reserves charge other banks that require overnight loans.

**FEDERAL RESERVE SYSTEM:** The Central Bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, DC., 12 Regional Banks and about 5,700 commercial banks that are members of the system. It is responsible for regulation monetary policy.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** The federal agency that insures bank deposits, currently up to \$250,000 per deposit.

**FEDERAL HOME LOAN BANKS (FHLB):** the institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks to its member commercial banks.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA OR GINNIE MAE):** Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by the full faith and credit of the US Government. Ginnie Mae securities are backed by FHA, VA or FMHM mortgages.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

**LOCAL AGENCY INVESTMENT FUND (LAIF):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (US T-bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**PORTFOLIO:** The collection of securities held by an investor.

**PRUDENT PERSON RULE:** An investment standard currently set forth in Section 53600.3. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the state – the so-called legal list. In other states the trustee may invest in a surety if it is one, which a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital would buy.

**PRIMARY DEALER:** A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.

**RATE OF RETURN:** For fixed-rate securities, it is the coupon or contractual dividend rate divided by the purchase price, which is also the current yield.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value or not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECONDARY MARKET:** A market for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**TREASURY BILLS OR T-BILLS:** A non-interest bearing discount security issued by the US Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

**TREASURY BOND:** Long-term US Treasury securities having initial maturities of more than ten years.

**TREASURY NOTES:** Intermediate term coupon bearing US Treasury securities issued as direct obligations of the US Government and having initial maturities of from one to ten years.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage.



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

**TO:** VVWRA Board of Commissioners  
**FROM:** Darron Poulsen, General Manager *DRP*  
**SUBMITTED BY:** Robert Coromina, Director of Administrative Services *RC*  
Xiwei Wang, Accounting Supervisor  
**DATE:** January 19, 2023  
**SUBJECT:** **ADOPTION OF RESOLUTION 2023-3 TO APPROVE THE CLARIFYING MODIFICATIONS ON THE AUTHORIZED LAIF INVESTORS**

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**For Action**                       **Fiscal Impact:**            **None**  
 **Information Only**             **Account Code:**  
 **Funds Budgeted/Approved: none**

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**STAFF RECOMMENDATION**

It is recommended that the Board of Commissioners adopt Resolution 2023-3, to approve the clarifying modifications on the authorized LAIF investors.

**PREVIOUS ACTION(S)**

On November 17, 2022, the Board approved the revisions to the VVWRA LAIF Resolution.

**BACKGROUND INFORMATION**

On November 17, 2022, staff requested that the Board adopt a new resolution that more clearly represented the actual operations and the changes that were made in the Finance Department. Following the adoption of the new policy we received further direction from our legal representation that other changes were necessary to the wording. Staff worked with our legal team to develop the necessary wording. Those changes have been made and are further detailed in the attached Resolution 2023-3 (Exhibit 1). It is recommended that the Board of Commissioners adopt Resolution 2023-3, the clarifying modifications on the authorized LAIF investors.

**ATTACHMENT**

**Exhibit 1- Resolution 2022-14 Clarifying Modifications on the Investment Policy**

# EXHIBIT 1



**RESOLUTION NO. 2023-03**

**RESOLUTION AUTHORIZING INVESTMENT OF MONIES IN THE  
LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Board of Commissioners of the Victor Valley Wastewater Reclamation Authority (Authority) does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein is in the best interest of the Authority;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby authorize the deposit and withdrawal of Authority monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

**BE IT FURTHER RESOLVED**, that the following Authority officers shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund: **The Board Commissioner Chair, the Board Treasurer, the General Manager, and the General Manager's Delegates. Such delegates shall be designated by the General Manager in a writing bearing the General Manager's signature or they may be designated through a Board Resolution.**

**PASSED AND ADOPTED** at a regular meeting of the Board of Commissioners of Victor Valley Wastewater Reclamation Authority on this 19<sup>th</sup> day of January 2023.

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Dakota Higgins, Chair  
VWVRA Board of Commissioners

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Debra Jones, Secretary  
VWVRA Board of Commissioners

\_\_\_\_\_  
Piero Dallarda of  
Best Best & Krieger LLP, VWVRA Counsel

**CERTIFICATION**

I, Kristi Casteel, Secretary to the Board of Commissioners of the Victor Valley Wastewater Reclamation Authority, State of California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2023-03, adopted by the Board of Commissioners of said Authority at its meeting of January 19, 2023.

\_\_\_\_\_  
Kristi Casteel  
Executive Assistant



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

**TO:** VVWRA Board of Commissioners

**FROM:** Darron Poulsen, General Manager *DP*

**SUBMITTED BY:** Robert Coromina, Director of Administrative Services *RC*  
Xiwei Wang, Accounting Supervisor

**DATE:** January 19, 2023,

**SUBJECT:** **RECOMMENDATION TO AUTHORIZE THE GENERAL  
MANAGER TO APPLY FOR A .GOV DOMAIN**

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**For Action**       **Fiscal Impact:      None**

**Information Only**       **Account Code:**

**Funds Budgeted/Approved: none**

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**STAFF RECOMMENDATION**

It is recommended that the Board authorize the General Manager to apply for a .gov domain through the Cybersecurity and Infrastructure Security Agency (CISA) for VVWRA.

**PREVIOUS ACTION(S)**

None.

**BACKGROUND INFORMATION**

As a result of increased cyber security requirements and more intuitive software, we are now experiencing issues with our vendors due to our current .com domain. Many of our vendors and organizations we do business with have communicated to us that our emails and other transactions are often flagged as not a credible business. We have been told that because we are a government agency it would be beneficial for us to change to a .gov domain that would eliminate these issues. Staff's research on this matter has shown that by obtaining a .gov domain it would benefit VVWRA several ways:

- A .gov domain is a trusted and recognizable online presence for government agencies. It signifies to the public that our agency is a legitimate and reliable source of information and services.
- A .gov domain can improve the security of our online communications and transactions. .gov domains are subject to stricter security and privacy requirements, which can help to protect our agency's data and the personal information of our members.

- A .gov domain can help to improve the online visibility and credibility of our agency. Search engines often give higher ranking to .gov websites, which can make it easier for people to find and access our agency's services and information online.

A .gov domain would be a valuable asset for our agency and would help us to better serve the needs of our members. The process to apply for a .gov domain requires that VVWRA's representative must submit an authorization letter to request this change (Exhibit 1). It is recommended that the Board authorize the General Manager to apply for a .gov domain through the Cybersecurity and Infrastructure Security Agency (CISA) for VVWRA.

## **ATTACHMENT**

### **Exhibit 1- Authorization Letter To Apply For a .gov Domain**

# EXHIBIT 1



## Victor Valley Wastewater Reclamation Authority

*A Joint Powers Authority and Public Agency of the State of California*

Administrative Offices

20111 Shay Road, Victorville, CA 92394

Telephone: (760) 246-8638

Fax: (760) 948-9897

e-mail: [mail@vwwra.com](mailto:mail@vwwra.com)

January 19, 2023

.Gov Domain Registration  
c/o Verisign, Inc.  
12061 Bluemont Way  
Reston, Virginia 20190

To the .gov Program:

As authorizing authority for Victor Valley Wastewater Reclamation Authority, I request that responsibility for the domain name [vwwraca.gov](http://vwwraca.gov) be delegated to my agency.

The domain name will be used to instill confidence in the hearts of our local residents that our website is secure and trustworthy.

The Victor Valley Wastewater Reclamation Authority is a Joint Power public agency of the State of California, originally formed to help meet the requirements of the Federal Clean Water Act and provide wastewater treatment for the growing area. The content of our Joint Powers Agreement is located at:

<https://www.vwwra.com/home/showpublisheddocument/78/637694887574370000>

In order to obtain and maintain [vwwraca.gov](http://vwwraca.gov), Victor Valley Wastewater Reclamation Authority will meet the general and specific requirements for federal agencies, found at <https://home.dotgov.gov/registration/requirements>.

The following will be listed as contacts for [vwwraca.gov](http://vwwraca.gov), which Victor Valley Wastewater Reclamation Authority will keep up to date in the .gov registrar.

**Administrative contact**

Latif Laari  
Environmental Compliance Manager  
20111 Shay Rd, Victorville, Ca 92394  
760-246-8638  
LLaari@vwwra.com

**Technical contact**

Michael Medina  
Information Systems Technician  
20111 Shay Rd, Victorville, Ca 92394  
760-246-8638  
mmedina@vwwra.com

**Security contact** [[recommended](#)]

InfoSec@vwwra.com

I understand that if I wish to retire vwwraca.gov, I must submit a written request to [registrar@dotgov.gov](mailto:registrar@dotgov.gov).

Sincerely,

Dakota Higgins  
VWVRA Board of Commissioners Chair



**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 Administrative Services  
**DATE:** 01/19/2023

**SUBJECT:** **IT IS RECOMMENDED THAT THE BOARD OF COMMISSIONERS AUTHORIZE AND APPROVE AN AMENDMENT TO SENIOR STAFF CONTRACTS AND SIGN A SIDE LETTER OF AGREEMENT FOR AMENDMENTS NEEDED TO THE VVWRA EMPLOYEES ASSOCIATION MOU.**

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

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**STAFF RECOMMENDATION**

It is recommended that the Board of Commissioners authorize and approve an amendment to senior staff contracts and sign a side letter of agreement for amendments needed to the VVWRA employee's association MOU.

**PREVIOUS ACTION(S)**

On 07/21/2022 the board of commissioners approved the Employment Agreement for R. Coromina.

On 07/21/2022 the board of commissioners approved the Memorandum of Understanding, (MOU), between the Victor Valley Wastewater Reclamation Authority City Employees Association members and the Victor Valley Wastewater Reclamation Authority.

On 11/17/2022 the board of commissioners approved the Employment Agreement for Darron Poulsen and Brad Adams

**BACKGROUND**

In December 2022, the finance staff was performing a thorough review of the newly approved contracts for Darron Poulsen and Brad Adams to ensure they were properly implemented in the payroll software. During this review staff identified a concern in the wording that needs to be



addressed for proper accounting and audit purposes. Staff noticed that the verbiage to calculate the Consumer Price Index (CPI) was for Los Angeles-Anaheim-Riverside area, which is an area not used to calculate CPI. The correct local area to calculate CPI is the Riverside-San Bernardino-Ontario, CA area.

After finding this error in the CPI location within Poulsen's and Adam's contracts the staff looked into the other existing agreements. The other agreements for Robert Coromina and the MOU for the VVWRA Employees Association were recently approved by the Board in July 2022. These agreements also had the incorrect location to calculate the correct CPI. These agreements also need to be changed to the Riverside-San Bernardino-Ontario, CA area. All these agreements need to be amended to reflect the correct CPI location to avoid an accounting and audit concern.

While reviewing Coromina's Employment Agreement for the CPI concern staff also identified a missing benefit that accidentally did not make it into his contract that exists in the contract for both Poulsen and Adams. Staff is requesting the Board to authorize the General Manager to make an amendment to Coromina's contract to add the same health premium benefit verbiage for Coromina's contract which exists in the other two senior staff contracts.

It is recommended that the Board of Commissioners authorize and approve an amendment to senior staff contracts and sign a side letter of agreement for amendments needed to the VVWRA employee's association MOU.