

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

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

**Public can dial-in to listen and participate at: 720-386-7442 or online at:**  
<https://www.uberconference.com/kcasteel>

**Thursday, March 18, 2021**

**7:30 a.m.**

**Teleconference Notice**

Pursuant to the executive order given by Governor of the State of California (Executive Order N-29-20) and the Order of the Health Officer of the County of San Bernardino dated March 17, 2020, participation by the public at the March 18, 2021, VVWRA Board meeting will be held by teleconference to address the concerns regarding public gatherings, public distancing and the contagion of COVID 19 (Corona Virus). The teleconferencing number for the meeting will be 720-386-7442 or online at: <https://www.uberconference.com/kcasteel>

**IMPORTANT COVID-19 NOTICE**

CONSISTENT WITH ORDERS BY THE GOVERNOR OF CALIFORNIA AND THE HEALTH OFFICER OF THE COUNTY OF SAN BERNARDINO, IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE TRANSMISSION OF COVID-19 (CORONAVIRUS) AND TO ENABLE APPROPRIATE SOCIAL DISTANCING, THE VVWRA BOARD MEETING WILL NOT BE OPEN TO PUBLIC ATTENDANCE IN PERSON, BUT THE BOARD MEETING WILL BE OPEN TO THE PUBLIC BY WAY OF BOTH TELECONFERENCING AND E-MAIL.

THE PUBLIC MAY LISTEN IN AND PARTICIPATE IN THIS BOARD MEETING THROUGH THE PHONE NUMBER PROVIDED 720-386-7442 or online at: <https://www.uberconference.com/kcasteel>.

MEMBERS OF THE PUBLIC WHO WISH TO COMMENT ON MATTERS BEFORE THE BOARD MAY PARTICIPATE IN THE FOLLOWING WAYS:

(1) COMMENTS AND CONTACT INFORMATION CAN BE EMAILED TO [PUBLICCOMMENT@VVWRA.COM](mailto:PUBLICCOMMENT@VVWRA.COM) BY 3:00 P.M. THE DAY BEFORE THE SCHEDULED MEETING TO BE INCLUDED IN THE WRITTEN RECORD;

(2) A REQUEST TO SPEAK CAN BE EMAILED TO [PUBLICCOMMENT@VVWRA.COM](mailto:PUBLICCOMMENT@VVWRA.COM) AND AT THE TIME THE REQUESTED AGENDA ITEM IS TO BE ADDRESSED, THE BOARD SECRETARY WILL CONTACT THE COMMENTER BY PHONE AND ALLOW THE COMMENTER TO SPEAK TO THE BOARD VIA SPEAKER PHONE DURING THE LIVE MEETING FOR UP TO THREE MINUTES. IF YOU WISH TO ADDRESS ANY ITEM ON THE AGENDA, PLEASE INDICATE WHICH ITEM YOU WILL BE ADDRESSING AND WISH TO BE HEARD. IF YOU HAVE NO ACCESS TO E-MAIL OR TELEPHONE, PLEASE CONTACT VVWRA'S BOARD SECRETARY AT 760-246-2896 FOR ALTERNATIVE ARRANGEMENTS.

ACCESS TO THE AGENDA WILL BE MADE AVAILABLE AT VVWRA'S WEBSITE: [WWW.VVWRA.COM](http://WWW.VVWRA.COM); IF YOU NEED ACCESS TO PRINTED (HARD) COPIES OF THE AGENDA

PLEASE CONTACT 760-246-2896 OR [KCASTEEL@VWVRA.COM](mailto:KCASTEEL@VWVRA.COM) AND ARRANGEMENTS WILL BE MADE TO PROVIDE HARD COPIES OF THE AGENDA AS NEEDED.

*VWVRA 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**

**Jones**

**Roll Call**

**Casteel**

**Public Comments- Closed Session Agenda Items**

**Jones**

**CLOSED SESSION:** During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted. Reports relating to (a) purchase and sale of real property; (b) matters of pending or potential litigation; or (c) employment actions, or which are exempt from public disclosure under the California Public Records Act, may be reviewed by the Board during a permitted closed session and are not available for public inspection. At such time the Board takes final action on any of these subjects, the minutes will reflect all required disclosures of information. Closed Session is scheduled to commence at 7:30 a.m.. If the matters discussed in closed session require additional time beyond 8:00 a.m., in deference to the public, the Board may continue the Closed Session discussion after Open Session is concluded. In that case, Closed Session will resume after the Commissioners Comments section and any reportable action will be reported after the continued Closed Session has concluded and before adjournment.

**Closed Session**

**Item 1.** (Gov. Code Sec. 54954.5-54956.9(d))- Government Tort Claim- City of Hesperia- Settlement Discussion

**Item 2.** (Gov. Code Sec. 54957)- Conference with Legal Counsel-Public Employee Evaluation- General Manager

**Call to Order & Pledge of Allegiance**

**Jones**

**Report from Closed Session**

**Legal**

**Public Comment (Government Code Section 54954.3)**

**Jones**

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. VWVRA 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

**Possible Conflicts of Interest**

Jones

**Consent Calendar**

Jones

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**

- Regular Board Meeting 02/18/21

Poulsen

**Item 4. Receive, Approve and File February 2021 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 Adopt Resolution 2021-01 Reapportionment of Flow Billing Percentages**

It is recommended that the Board of Commissioners adopt Resolution 2021-01 (Exhibit 1), a Resolution of the Board of Commissioners of the Victor Valley Wastewater Reclamation Authority to amend flow billing percentages and approve the flow billing rates as measured by ADS Environmental Services, Inc.

Keagy

**Board Action Required**

Staff Recommendation: Approve as Presented

**Item 6. Recommendation to Approve a Contract with Vasquez and Company, LLP as an Auditor for Financial and Single Audits for Years Ending June 30, 2021, 2022, and 2023**

It is recommended that the Board of Commissioners approve the General Manager to award a contract to Vasquez and Company, LLP (Vasquez) as an auditor for both financial and Single audits not to exceed \$29,750 each for the years ending June 30, 2021, 2022, and 2023.

Keagy

**Board Action Required**

Staff Recommendation: Approve as Presented

## Staff Reports

### Item 7. General Managers Report

Poulsen

The reports below are submitted as presented by Staff on a Quarterly Basis.

**Financial and Investment Report**

**Operations and Maintenance Report**

**Environmental Compliance Report**

**Septage Receiving Facility Report**

**Safety and Communication Report**

<b>Report Range</b>	<b>Board Meeting Date (Thursday)</b>
<b>1st Quarter January 2021-March 2021</b>	<b>May 20, 2021</b>
<b>2<sup>nd</sup> Quarter April 2021-June 2021</b>	<b>September 16, 2021</b>
<b>3<sup>rd</sup> Quarter July 2021- September 2021</b>	<b>November 18, 2021</b>
<b>4<sup>th</sup> Quarter October 2021- December 2021</b>	<b>February Board 2022</b>

**Adjournment** The board will adjourn to a regular board meeting on April 15, 2021 at 7:30 a.m. **Jones**

**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)  
February 18, 2021**

**CALL TO ORDER:** Chair Debra Jones called the meeting to order at 7:36 AM; via teleconference with the following members present:

<b>CITY OF VICTORVILLE</b>	<b>Debra Jones, Chair</b>
<b>CITY OF HESPERIA</b>	<b>Bill Holland, Vice-Chair</b>
<b>ORO GRANDE (CSA 42) AND SPRING VALLEY LAKE (CSA 64)</b>	<b>Dakota Higgins, Secretary</b>
<b>TOWN OF APPLE VALLEY</b>	<b>Scott Nassif, Treasurer</b>

**VWVRA Staff and Legal Counsel:**

<b>Darron Poulsen, General Manager</b>	<b>Robert Coromina, Director of Administration</b>
<b>Kristi Casteel, Secretary to GM/Board</b>	<b>Chieko Keagy, Controller</b>
<b>Piero Dallarda, Legal Counsel (BB&amp;K)</b>	

**Guest Present:**

<b>Keith Metzler, City of Victorville</b>	<b>Janele Davidson, City of Victorville</b>
<b>Doug Robinson, Town of Apple Valley</b>	<b>Liz Becerra, City of Victorville</b>
<b>Nils Bentsen, City of Hesperia</b>	

Chair Jones read the following statement:

Welcome to the VWVRA February 18, 2021, regular meeting. I hope that you can all hear us. If you are following us and you are unable to speak for any reason or encounter any difficulties, please contact via e-mail our Board clerk, Kristi Casteel, her contact information is printed on the first page of the agenda. She or another VWVRA employee will try to assist you. Please note that we will be having a closed session shortly after 7:30 a.m. telephonically though a different line so this line maybe silent until we come back from closed session.

I am sure that all the participants have noticed the COVID 19 notice on the first page of our agenda. Public participation in our democracy is really fundamental to the health of our democracy. We wish we could hold our meeting in person but given the current COVID19 contagion concerns and our Governor's order and the Order of the Public Health officer for the County of San Bernardino, we are holding our meeting via Internet and telephonically. We will do our best to conduct the meeting in an orderly fashion and make sure that anyone who would like to participate has a chance to do so. Please follow the instructions on the first page of the agenda so we can make sure that you get to participate. Hopefully, we won't have to hold many meetings in this fashion and, our

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future meetings will be in person because COVID-19 is no longer a concern. For right now, however, it is key that we keep the social distancing guidelines.

**CLOSED SESSION**

**PUBLIC COMMENTS- CLOSED SESSION AGENDA**

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

**Moved: Commissioner Nassif**

**Second: Commissioner Holland**

**Motion to enter Closed Session**

**Chair Jones- Yes**

**Commissioner Holland- Yes**

**Commissioner Higgins- Yes**

**Commissioner Nassif- Yes**

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

**REGULAR SESSION**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Chair Jones called the meeting to order at 9:27 AM.

**Roll Call for Open Session**

**Chair Jones- Present**

**Commissioner Holland- Present**

**Commissioner Higgins- Present**

**Commissioner Nassif- Present**

**REPORT FROM CLOSED SESSION**

None

**PUBLIC COMMENTS- REGULAR SESSION AGENDA**

None

**POSSIBLE CONFLICT OF INTEREST**

Commissioner Nassif will be abstaining from any disbursements to Napa Auto Parts on item 6

**CONSENT CALENDAR:**

5. **Receive, Approve and File Minutes January 21, 2021**
6. **Receive, Approve and File January 2021 Disbursement**

**Moved: Commissioner Nassif**

**Second: Commissioner Higgins**

**Approval of the Consent Calendar Items 5 and 6 with Commissioner Nassif abstaining from any disbursements to Napa Auto Parts on item 6.**

**Chair Jones- Yes**

**Commissioner Holland- Yes**

**Commissioner Higgins- Yes**

**Commissioner Nassif- Yes**

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

**ACTION ITEM:**

7. **Recommendation to Approve Order No. R6V-2021-0004 VVWRA Settlement Agreement and Stipulation for Entry of Order.**

The Board will consider approval for General Manager to sign the Settlement Agreement and Stipulation for Entry of Order in the amount of \$129,000 to the California Regional Water Quality Control, pending legal review and approval of the agreement.

**Moved: Commissioner Holland**

**Second: Commissioner Nassif**

**Approval for General Manager to sign the Settlement Agreement and Stipulation for Entry of Order in the amount of \$129,000 to the California Regional Water Quality Control, pending legal review and approval of the agreement.**

**Chair Jones- Yes**



**Commissioner Holland- Yes**

**Commissioner Higgins - Yes**

**Commissioner Nassif- Yes**

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

**8. Recommendation to Approve BBK Amended Legal Fee Schedule for Special Counsel Rates for Partners.**

The Board will consider approval of an increase in the billable hour rate for BBK senior partners in the special counsel areas from \$346 to \$360. This will allow VVWRA to avail itself of the more senior partners at the firm who have a high level of experience in their field, some of whom have been performing special counsel work for VVWRA for 10 years and more. There are no changes to the retainer agreement and rates of other attorneys at BBK, including Piero Dallarda's rates for general counsel work or the rates of more junior partners, associates, or paralegals. This change is limited to the special counsel rates of senior partners.

**Moved: Commissioner Nassif**

**Second: Commissioner Higgins**

**Approval of an increase in the billable hour rate for BBK senior partners in the special counsel areas from \$346 to \$360. This will allow VVWRA to avail itself of the more senior partners at the firm who have a high level of experience in their field, some of whom have been performing special counsel work for VVWRA for 10 years and more. There are no changes to the retainer agreement and rates of other attorneys at BBK, including Piero Dallarda's rates for general counsel work or the rates of more junior partners, associates, or paralegals. This change is limited to the special counsel rates of senior partners.**

**Chair Jones- Yes**

**Commissioner Holland- Yes**

**Commissioner Higgins - Yes**

**Commissioner Nassif- Yes**

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

**9. Recommendation to Amend the Fiscal Year 2020-21 Operating Budget with Unexpected One Time Revenues Totaling \$440,000 and Approve Usage of Unrestricted Capital Connection Fees to Cover the SRF Loan Payment Shortcoming of \$1,193,922.**

The Board will consider approval for the General Manager and the Controller to amend the FY 2020-21 Operating Budget with one-time Revenues totaling

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\$440,000 to fund unforeseen operating needs which include the staff recommended purchases and services detailed in. It is also recommended that the Board of Commissioners approve the General Manager and the Controller to utilize unrestricted Capital Connection Fees to cover the SRF loan payment shortcoming of \$1,193,922.

**Moved: Commissioner Nassif                      Second: Commissioner Higgins**

**Approval for the General Manager and the Controller to amend the FY 2020-21 Operating Budget with one-time Revenues totaling \$440,000 to fund unforeseen operating needs which include the staff recommended purchases and services detailed in. It is also recommended that the Board of Commissioners approve the General Manager and the Controller to utilize unrestricted Capital Connection Fees to cover the SRF loan payment shortcoming of \$1,193,922.**

**Chair Jones- Yes**

**Commissioner Holland- Yes**

**Commissioner Higgins - Yes**

**Commissioner Nassif- Yes**

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

**10. Recommendation to Award a Contract for Landscaping Services to High Desert Affordable Landscaping for \$64,770.50.**

The Board will consider approval for the General Manager to award a landscaping maintenance contract to High Desert Affordable Landscaping for \$64,770.50, pending legal review and approval of the agreement.

**Moved: Commissioner Nassif                      Second: Commissioner Holland**

**Approval for the General Manager to award a landscaping maintenance contract to High Desert Affordable Landscaping for \$ \$64,770.50, pending legal review and approval of the agreement.**

**Chair Jones- Yes**

**Commissioner Holland- Yes**

**Commissioner Higgins - Yes**

**Commissioner Nassif- Yes**

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

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**11. Recommendation to Approve Purchase of A Spiral Heat Exchanger and Hot Water Pump from Saddleback Environmental in the Amount of \$68,715.**

The Board will consider approval for General Manager to award the purchase of a spiral heat exchanger and hot water pump from Saddleback Environmental in the amount of \$68,715.

**Moved: Commissioner Holland**

**Second: Commissioner Nassif**

**Approval for General Manager to award the purchase of a spiral heat exchanger and hot water pump from Saddleback Environmental in the amount of \$68,715.**

**Chair Jones- Yes**

**Commissioner Holland- Yes**

**Commissioner Higgins - Yes**

**Commissioner Nassif- Yes**

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

**12. Recommendation to Award a Contract for the Replacement of Flooring in the O&M Building to Desert Flooring for \$39,952.72.**

The Board will consider approval for General Manager to award a contract to Desert Flooring for \$36,320.72, plus a 10% contingency of \$3,632.00, to cover unforeseen expenses, totaling \$39,952.72, pending legal review and approval of the agreement.

**Moved: Commissioner Nassif**

**Second: Commissioner Holland**

**Approval for General Manager to award a contract to Desert Flooring for \$36,320.72, plus a 10% contingency of \$3,632.00, to cover unforeseen expenses, totaling \$39,952.72, pending legal review and approval of the agreement.**

**Chair Jones- Yes**

**Commissioner Holland- Yes**

**Commissioner Higgins - Yes**

**Commissioner Nassif- Yes**

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

**VVWRA Regular Meeting Minutes****Thursday, February 18, 2021****Page 7****13. Recommendation to Grant an Easement Agreement to Spectrum Pacific West LLC.**

The Board will consider approval to authorize the General Manager to execute a Grant of Easement document provided by Spectrum Pacific West LLC, pending Legal review and approval of the agreement.

**Moved: Commissioner Nassif****Second: Commissioner Higgins**

**Approval to authorize the General Manager to execute a Grant of Easement document provided by Spectrum Pacific West LLC, pending Legal review and approval of the agreement.**

**Chair Jones- Yes****Commissioner Holland- Yes****Commissioner Higgins - Yes****Commissioner Nassif- Yes****Motion passed by a 4-0 roll call vote****STAFF/PROFESSIONAL SERVICES REPORTS:****14. General Managers Report**

Consent Calendar- the Board directed the General Manager to place budgeted items on the consent calendar.

Staff Reports- it was the consensus of the Board to direct staff to change staff reports from monthly to quarterly

**15. Financial and Investment Report – January 2021****16. Operations & Maintenance Report – January 2021****17. Environmental Compliance Department Reports – January 2021****18. Septage Receiving Facility Reports – January 2021****19. Safety & Communications Report – January 2021****CLOSED SESSION (If Closed Session is continued)**

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**ADJOURNMENT**

The board will adjourn to a regular board meeting on February 18, 2021 at 7:30 a.m.

**APPROVAL:**

**DATE:** March 18, 2021

**BY:** \_\_\_\_\_

Approved by VVWRA Board Paul Cook,  
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:** March 18, 2021

**TO:** Darron Poulsen  
General Manager

**FROM:** Chieko Keagy  
Controller

**SUBJECT:** Cash Disbursements Register

### RECOMMENDED ACTION

It is recommended that the Board of Commissioners approve the cash disbursements and payroll register for the Victor Valley Wastewater Reclamation Authority.

### BACKGROUND

The Cash Disbursements Register totals represented below are for the month of FEBRUARY 2021, check numbers 123782-123841 and ACH's.

<i>Accounts Payable</i>			
<i>Checks</i>	<i>ACH's and EFT's</i>	<i>Payroll</i>	<i>Total</i>
<i>\$114,021.71</i>	<i>\$3,880,926.94</i>	<i>\$328,267.69</i>	<i>\$4,323,216.34</i>

**Victor Valley Wastewater Reclamation Authority  
Cash Disbursement Register  
From 2/1/21 through 2/28/21**

Vendor #	Vendor Name	Type	Payment #	Date	Total
AIRG000	Airgas Usa, Llc	Check	123782	02/03/21	\$ 1,519.19
CINT000	Cintas Corporation	Check	123783	02/03/21	\$ 755.93
CUMM000	Cummins Sales And Service	Check	123784	02/03/21	\$ 1,662.24
DELL003	Dell Inc.	Check	123785	02/03/21	\$ 3,294.70
ELLI001	Elliot'S Concrete Cutting & Coring	Check	123786	02/03/21	\$ 350.00
ENVI002	Environmental Water Solutions, Inc.	Check	123787	02/03/21	\$ 637.21
FHAS000	Fha Services, Inc.	Check	123788	02/03/21	\$ 8,050.00
GAOS000	G. A. Osborne Pipe & Supply	Check	123789	02/03/21	\$ 1,522.36
HIDE000	Hi-Desert Communications	Check	123790	02/03/21	\$ 100.00
KONI000	Konica Minolta Business Solutions	Check	123791	02/03/21	\$ 397.94
APPL000	Liberty Utilities	Check	123792	02/03/21	\$ 95.07
LUHD000	Luhdorff And Scalmanini	Check	123793	02/03/21	\$ 3,045.00
NOB000	Nobel Systems Inc.	Check	123794	02/03/21	\$ 5,000.00
ORKI000	Orkin	Check	123795	02/03/21	\$ 150.00
PRUD001	Prudential Overall Supply	Check	123796	02/03/21	\$ 692.41
SAFE000	Safety-Kleen Systems Inc.	Check	123797	02/03/21	\$ 1,324.57
TOTA003	Total Air Analysis, Inc	Check	123798	02/03/21	\$ 6,800.00
UNIT000	United Rentals Northwest, Inc	Check	123799	02/03/21	\$ 6,905.19
CSRM000	Csrma	Check	123800	02/03/21	\$ 2,000.00
DMEI000	D.M.E. Inc.	Check	123801	02/10/21	\$ 576.46
GAOS000	G.A. Osborne Pipe & Supply	Check	123802	02/10/21	\$ 322.61
HESP000	Hesperia Hose Supply	Check	123803	02/10/21	\$ 132.75
APPL000	Liberty Utilities	Check	123804	02/10/21	\$ 21,415.61
NAPA000	Napa Victorville	Check	123805	02/10/21	\$ 62.45
ORKI000	Orkin	Check	123806	02/10/21	\$ 550.38
PARK000	Parkhouse Tire Inc.	Check	123807	02/10/21	\$ 1,096.62
PRUD001	Prudential Overall Supply	Check	123808	02/10/21	\$ 676.11
QUIL000	Quill Corporation	Check	123809	02/10/21	\$ 1,295.16
APPL015	Shredyourdocs.Com	Check	123810	02/10/21	\$ 106.40
SCLU000	Southern Counties Lubricants	Check	123811	02/10/21	\$ 960.60
ATMO000	Atmospheric Analysis And Consulting, Inc	Check	123812	02/17/21	\$ 1,890.00
AUTO001	Automation Direct	Check	123813	02/17/21	\$ 924.50
EDEN000	Edenbros, Llc	Check	123814	02/17/21	\$ 1,345.99
ELLI001	Elliot'S Concrete Cutting & Coring	Check	123815	02/17/21	\$ 340.00
HIGH003	High Desert Lock & Safe	Check	123816	02/17/21	\$ 909.54
PRUD001	Prudential Overall Supply	Check	123817	02/17/21	\$ 1,349.47
RAIN000	Rain For Rent	Check	123818	02/17/21	\$ 8,160.34
RANC000	Victorville Chevrolet	Check	123819	02/17/21	\$ 5,204.33
WEST008	Western Enterprises Supply Inc	Check	123820	02/17/21	\$ 1,042.91
AIRG000	Airgas Usa, Llc	Check	123821	02/24/21	\$ 2,863.69
AME000	Ametek Arizona Instrument, Llc DbA Ametek Brookfield	Check	123822	02/24/21	\$ 1,300.00
CONC000	Answering 365	Check	123823	02/24/21	\$ 246.00
APPL004	Applied Industrial Technologies	Check	123824	02/24/21	\$ 226.53
COUN002	County Of San Bernardino - Special Districts	Check	123825	02/24/21	\$ 1,871.60
HIGG000	Dakota Higgins	Check	123826	02/24/21	\$ 200.00
SENT000	Dan Sentman	Check	123827	02/24/21	\$ 206.97
JONE003	Debra Jones	Check	123828	02/24/21	\$ 200.00
GAOS000	G. A. Osborne Pipe & Supply	Check	123829	02/24/21	\$ 1,218.24
GUAR000	Guardian	Check	123830	02/24/21	\$ 869.64
HIDE001	Hi-Desert Window Washing	Check	123831	02/24/21	\$ 307.00
ORKI000	Orkin	Check	123832	02/24/21	\$ 400.38
PRUD001	Prudential Overall Supply	Check	123833	02/24/21	\$ 675.18
QUIL000	Quill Corporation	Check	123834	02/24/21	\$ 250.95
ROBE002	Robertson'S Ready Mix, Ltd	Check	123835	02/24/21	\$ 3,501.88
NASS000	Scott Nassif	Check	123836	02/24/21	\$ 200.00
SWAI000	Swains Electric Motor Service	Check	123837	02/24/21	\$ 2,996.68
THUR000	Thurlow'S Heating & A/C Inc.	Check	123838	02/24/21	\$ 752.00
TOWN001	Town & Country Tire	Check	123839	02/24/21	\$ 44.00
UNIT000	United Rentals Northwest, Inc	Check	123840	02/24/21	\$ 2,826.93
HOLL000	William J. Holland	Check	123841	02/24/21	\$ 200.00
					<b>Checks \$ 114,021.71</b>

**Victor Valley Wastewater Reclamation Authority  
Cash Disbursement Register  
From 2/1/21 through 2/28/21**

Vendor #	Vendor Name	Type	Payment #	Date	Total
ADSC000	A.D.S. Corp.	Electronic Fund Transfer	021120211	02/10/21	\$ 7,150.00
PROT001	Adt Commercial	Electronic Fund Transfer	022520211	02/25/21	\$ 909.85
ALLI003	Allied Electronics Inc	Electronic Fund Transfer	021820211	02/18/21	\$ 1,398.47
ALLI003	Allied Electronics Inc	Electronic Fund Transfer	021120212	02/10/21	\$ 999.10
ALLM000	Allmax Software, Inc.	Electronic Fund Transfer	021120213	02/10/21	\$ 5,613.00
ALSG001	Als Group Usa Corp	Electronic Fund Transfer	022520212	02/25/21	\$ 990.00
AMER006	American Express	Electronic Fund Transfer	021120214	02/10/21	\$ 1,596.60
ANTH000	Anthony, Donna	Electronic Fund Transfer	0223211	02/23/21	\$ 428.00
APPL013	Applied Industrial Technologies, Inc	Electronic Fund Transfer	021820212	02/18/21	\$ 1,904.87
BEAR004	Bearings & Drives, Inc.	Electronic Fund Transfer	022520213	02/25/21	\$ 1,109.10
BECK000	Beck Oil, Inc.	Electronic Fund Transfer	022520214	02/25/21	\$ 2,193.89
BECK000	Beck Oil, Inc.	Electronic Fund Transfer	021120215	02/10/21	\$ 46.06
BECK001	Becker Pumps Corporation	Electronic Fund Transfer	022520215	02/25/21	\$ 1,388.19
BEST000	Best, Best & Krieger, L.L.P.	Electronic Fund Transfer	021120216	02/10/21	\$ 35,719.89
BILL002	Billings, Richard	Electronic Fund Transfer	0223212	02/23/21	\$ 428.00
BIOG001	Biogas Engineering	Electronic Fund Transfer	021820213	02/18/21	\$ 600.00
BIOG001	Biogas Engineering	Electronic Fund Transfer	020420211	02/02/21	\$ 32,729.36
BIOG000	Biogas Power Systems- Mojave, Llc	Electronic Fund Transfer	022520216	02/25/21	\$ 64,119.27
BLAC003	Blackline Safety Corp	Electronic Fund Transfer	020420212	02/02/21	\$ 210.00
BREN001	Brenntag Pacific, Inc	Electronic Fund Transfer	022520217	02/25/21	\$ 10,873.33
CORR000	Bruce Correia	Electronic Fund Transfer	0223213	02/23/21	\$ 428.00
VEBA000	California School Veba	Electronic Fund Transfer	021120217	02/10/21	\$ 650.98
CDWG000	Cdw Government, Inc	Electronic Fund Transfer	022520218	02/25/21	\$ 1,679.35
CDWG000	Cdw Government, Inc	Electronic Fund Transfer	021820214	02/18/21	\$ 445.90
CDWG000	Cdw Government, Inc	Electronic Fund Transfer	021120218	02/10/21	\$ 1,554.41
COLL000	Collicutt Energy Services Inc	Electronic Fund Transfer	020420213	02/02/21	\$ 1,239.31
CONS000	Consumers Pipe & Supply, Co.	Electronic Fund Transfer	022520219	02/25/21	\$ 12,323.59
CONS000	Consumers Pipe & Supply, Co.	Electronic Fund Transfer	021820215	02/18/21	\$ 52.50
COYL000	Coyle Supply, Inc.	Electronic Fund Transfer	0225202110	02/25/21	\$ 76.02
CULL000	Culligan Water Conditioning	Electronic Fund Transfer	021820216	02/18/21	\$ 277.85
DKFS000	D.K.F. Solutions Group, Llc	Electronic Fund Transfer	020420214	02/02/21	\$ 350.00
DAGIN000	Dagnino, Roy	Electronic Fund Transfer	0223214	02/23/21	\$ 428.00
DAVI003	Davis Electric, Inc	Electronic Fund Transfer	021820217	02/18/21	\$ 10,033.35
DAVI003	Davis Electric, Inc	Electronic Fund Transfer	021120219	02/10/21	\$ 4,000.00
DAVI001	Davis, Tim	Electronic Fund Transfer	0223215	02/23/21	\$ 428.00
DUDE000	Dudek	Electronic Fund Transfer	020420215	02/02/21	\$ 13,063.75
CHAR000	Fedak & Brown Llp	Electronic Fund Transfer	021820218	02/18/21	\$ 8,460.00
FLIN000	Flint, Terrie Gossard	Electronic Fund Transfer	0223216	02/23/21	\$ 238.25
GIEN000	Gi Endurant Llc	Electronic Fund Transfer	0211202110	02/10/21	\$ 4,722.50
GILL001	Gillette, Randy	Electronic Fund Transfer	0223217	02/23/21	\$ 428.00
GRAI000	Grainger	Electronic Fund Transfer	0225202111	02/25/21	\$ 1,861.79
GRAI000	Grainger	Electronic Fund Transfer	021820219	02/18/21	\$ 2,097.57
GRAI000	Grainger	Electronic Fund Transfer	0211202111	02/10/21	\$ 2,595.49
GRAI000	Grainger	Electronic Fund Transfer	020420216	02/02/21	\$ 2,554.44
GRAY000	Graybar Electric Co., Inc.	Electronic Fund Transfer	0225202112	02/25/21	\$ 1,021.30
GRAY000	Graybar Electric Co., Inc.	Electronic Fund Transfer	0218202110	02/18/21	\$ 6,398.16
GRAY000	Graybar Electric Co., Inc.	Electronic Fund Transfer	020420217	02/02/21	\$ 3,727.57
GYUR000	Gyurcsik, Darline	Electronic Fund Transfer	0223218	02/23/21	\$ 206.97
HACH000	Hach Company	Electronic Fund Transfer	0225202113	02/25/21	\$ 7,857.50
HACH000	Hach Company	Electronic Fund Transfer	020420218	02/02/21	\$ 2,605.00
HART000	Hartzell Fan Inc	Electronic Fund Transfer	0218202117	02/18/21	\$ 774.48
HINO000	Hinojosa, Thomas	Electronic Fund Transfer	0223219	02/23/21	\$ 428.00
ILIN000	Ilink Business Management	Electronic Fund Transfer	0225202114	02/25/21	\$ 527.76
ILIN000	Ilink Business Management	Electronic Fund Transfer	0211202112	02/10/21	\$ 1,319.40
INNE000	Innerline Engineering	Electronic Fund Transfer	0225202115	02/25/21	\$ 8,283.75
JWCE000	Jwc Environmental Inc	Electronic Fund Transfer	0211202113	02/10/21	\$ 11,066.71
KENI000	Keniston, Olin	Electronic Fund Transfer	02232110	02/23/21	\$ 238.25
LARR000	Larry Walker Associates	Electronic Fund Transfer	020420219	02/02/21	\$ 2,828.00
LAAR000	Latif Laari	Electronic Fund Transfer	0225202116	02/25/21	\$ 2,610.43
MAIN000	Main, Randy	Electronic Fund Transfer	02232111	02/23/21	\$ 428.00
MCGE000	Mcgee, Mark	Electronic Fund Transfer	02232112	02/23/21	\$ 428.00



**Victor Valley Wastewater Reclamation Authority  
Cash Disbursement Register  
From 2/1/21 through 2/28/21**

Vendor #	Vendor Name	Type	Payment #	Date	Total
MCGR000	Mcgrath Rentcorp	Electronic Fund Transfer	0204202110	02/02/21	\$ 5,383.33
MICH000	Michae'l'S Auto Detail	Electronic Fund Transfer	0225202117	02/25/21	\$ 240.00
MISC000	Misco - T.W. Associates	Electronic Fund Transfer	0218202112	02/18/21	\$ 758.26
MONT000	Montgomery, Lillie	Electronic Fund Transfer	02232113	02/23/21	\$ 168.56
MSAS001	Msa Safety Sales, Llc C/O Mcr Technologies, Inc	Electronic Fund Transfer	0211202114	02/10/21	\$ 1,578.76
NALI000	Nalian, L. Christina	Electronic Fund Transfer	02232114	02/23/21	\$ 428.00
NAVE000	Nave, Patrick	Electronic Fund Transfer	02232115	02/23/21	\$ 428.00
PVFS000	Pvf Sales Inc	Electronic Fund Transfer	0225202118	02/25/21	\$ 931.57
PVFS000	Pvf Sales Inc	Electronic Fund Transfer	0218202112	02/18/21	\$ 715.43
PVFS000	Pvf Sales Inc	Electronic Fund Transfer	0204202111	02/02/21	\$ 7,268.56
TOWN002	Robert Townsend	Electronic Fund Transfer	0211202115	02/10/21	\$ 450.00
SIEM003	Siemens Industry Inc.	Electronic Fund Transfer	0218202113	02/18/21	\$ 2,239.59
SIEM003	Siemens Industry Inc.	Electronic Fund Transfer	0211202116	02/10/21	\$ 605.55
SOCA001	Socal Biomethane, Llc	Electronic Fund Transfer	0204202112	02/02/21	\$ 685,797.00
SOCA000	Socal Filters And Services Inc.	Electronic Fund Transfer	0225202119	02/25/21	\$ 947.52
ASHL000	Solenis Llc	Electronic Fund Transfer	0211202117	02/10/21	\$ 8,154.51
ASHL000	Solenis Llc	Electronic Fund Transfer	0204202113	02/02/21	\$ 8,154.51
TESC000	Tesco Controls Inc	Electronic Fund Transfer	0225202120	02/25/21	\$ 1,897.73
TESC000	Tesco Controls Inc	Electronic Fund Transfer	0211202118	02/10/21	\$ 5,162.50
TMOB000	T-Mobile	Electronic Fund Transfer	0204202114	02/02/21	\$ 196.56
TRIM000	Trimax Systems	Electronic Fund Transfer	0218202114	02/18/21	\$ 8,312.50
TRIM000	Trimax Systems	Electronic Fund Transfer	0211202119	02/10/21	\$ 2,450.00
USBA000	U.S. Bank	Electronic Fund Transfer	0225202121	02/25/21	\$ 3,725.13
USAB000	U.S.A. Bluebook	Electronic Fund Transfer	0218202115	02/18/21	\$ 484.83
UNDE000	Underground Service Alert Of Southern California	Electronic Fund Transfer	0204202115	02/02/21	\$ 80.95
VVWE000	Victor Valley Wastewater Employees Assoc	Electronic Fund Transfer	0204202116	02/02/21	\$ 625.00
WAGE000	Wageworks, Inc	Electronic Fund Transfer	0218202116	02/18/21	\$ 87.98
XYLE001	Xylem Water Solutions	Electronic Fund Transfer	0211202120	02/10/21	\$ 24,812.00
CHAR001	Charter Communications	Bank Draft	DFT01801	02/25/21	\$ 4,945.16
FLYE000	Flyers Energy, Llc	Bank Draft	DFT01802	02/25/21	\$ 727.09
FLYE000	Flyers Energy, Llc	Bank Draft	DFT01792	02/18/21	\$ 786.89
FLYE000	Flyers Energy, Llc	Bank Draft	DFT01724	02/04/21	\$ 747.85
KONI000	Konica Minolta Business Solutions	Bank Draft	DFT01793	02/18/21	\$ 351.02
LINC000	Lincoln Financial Group	Bank Draft	DFT01725	02/04/21	\$ 4,229.39
LINC000	Lincoln Financial Group	Bank Draft	DFT01726	02/04/21	\$ 80.11
PRIN000	Principal Life Ins. Co.	Bank Draft	DFT01727	02/04/21	\$ 2,401.33
SOUT000	Southern California Edison	Bank Draft	DFT01795	02/18/21	\$ 15,939.56
SOUT000	Southern California Edison	Bank Draft	DFT01796	02/18/21	\$ 1,327.35
SOUT000	Southern California Edison	Bank Draft	DFT01794	02/18/21	\$ 10,231.70
SOUT000	Southern California Edison	Bank Draft	DFT01774	02/11/21	\$ 960.49
SOUT000	Southern California Edison	Bank Draft	DFT01728	02/04/21	\$ 11,192.49
SOUT006	Southwest Gas Company	Bank Draft	DFT01798	02/18/21	\$ 28.34
SOUT006	Southwest Gas Company	Bank Draft	DFT01797	02/18/21	\$ 81.79
SOUT006	Southwest Gas Company	Bank Draft	DFT01799	02/18/21	\$ 51.77
SOUT006	Southwest Gas Company	Bank Draft	DFT01729	02/04/21	\$ 16,333.96
SPAR000	Sparkletts Drinking Water	Bank Draft	DFT01775	02/11/21	\$ 692.60
STAT001	State Water Resources Control Board	Bank Draft	DFT01803	02/25/21	\$ 1,462,850.30
STAT001	State Water Resources Control Board	Bank Draft	DFT01804	02/25/21	\$ 1,024,950.85
SWRC000	Swrcb	Bank Draft	DFT01776	02/11/21	\$ 258,151.05
APPL007	Town Of Apple Valley	Bank Draft	DFT01773	02/11/21	\$ 155.59
UPS0000	Ups	Bank Draft	DFT01800	02/18/21	\$ 343.47
UPS0000	Ups	Bank Draft	DFT01777	02/11/21	\$ 23.57
UPS0000	Ups	Bank Draft	DFT01730	02/04/21	\$ 113.58
<b>Total ACH &amp; EFT</b>					<b>\$ 3,880,926.94</b>

**Approved**

<b>Total Checks</b>	\$ 114,021.71
<b>Total ACH and EFT</b>	\$ 3,880,926.94
<b>Total Payroll - February 2021</b>	\$ 328,267.69
<b>Total</b>	<b>\$ 4,323,216.34</b>



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

**TO:** VVWRA Board of Commissioners  
**FROM:** Darron Poulsen, General Manager  
**SUBMITTED BY:** Chieko Keagy, Controller  
**DATE:** March 18, 2021  
**SUBJECT:** **ADOPTION OF RESOLUTION 2021-01 REAPPORTIONMENT OF FLOW BILLING PERCENTAGES**

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**For Action**                       **Fiscal Impact**                      **\$ 0**  
 **Information Only**                       **Account Code: N/A**  
 **Funds Budgeted/ Approved:**

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**STAFF RECOMMENDATION**

It is recommended that the Board of Commissioners adopt Resolution 2021-01 (Exhibit 1), a Resolution of the Board of Commissioners of the Victor Valley Wastewater Reclamation Authority to amend flow billing percentages and approve the flow billing rates as measured by ADS Environmental Services, Inc.

**PREVIOUS ACTION(S)**

The Engineering Committee met on Thursday, February 11, 2021 to discuss the flow allocations worksheet, provided as part of the attached Resolution. In attendance were Mike Molinari from the Town of Apple Valley, David Burkett from the City of Hesperia and Stephan Langoria from the City of Victorville. It was the consensus of the committee to accept the percentages provided.

**BACKGROUND INFORMATION**

VVWRA contracts with ADS Environmental Services, Inc. to conduct continuous flow measurements throughout the VVWRA collection system. The flow data collected for the period of 12 months ending June 2020 was used to determine the percentage of flow allocation the VVWRA receives from each Member Agency for the following fiscal year. The actual amount billed to each Member Agency is their percentage of flow measured at the influent flow meter at the wastewater treatment plant. Following the flow study the Member Agencies meet as a part of the VVWRA Engineering Committee and discuss the results. Once consensus is reached on the flow allocation percentage at the committee level, the flow study and associated percentages are presented to the Board for adoption by Resolution.

**Attachment:**

**Exhibit (1) – Resolution 2021-01 Reapportionment of Flow Billing Percentages**

# EXHIBIT 1

**RESOLUTION NO. 2021-01**

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

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

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

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

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

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

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

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

**APPROVED AND ADOPTED** on this 18th day of March 2021.

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Debra Jones, Chair  
VVWRA Board of Commissioners

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Paul Cook, Secretary  
VWRA Board of Commissioners

\_\_\_\_\_  
Piero C. Dallarda of  
Best, Best & Krieger LLP, VWRA Counsel

**CERTIFICATION:**

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Commissioners held on March 18,2021.

\_\_\_\_\_  
Kristi Casteel – Clerk of the Board

# EXHIBIT A

Resolution 2020-01

**Victor Valley Wastewater Reclamation Authority  
Flow Allocation Proposed Effective on July 1, 2021**

Metering Location	COMPARED Based on July 2018 - June 2019		PROPOSED Based on July 2019 - June 2020	
	Total %	Total MG	Total %	Total MG
VSD 1 (less North Apple Valley)	6.0595%	231.0812	6.4688%	255.4396
VSD 2	14.3591%	547.5908	13.4062%	529.3865
VSD 3	25.2125%	961.4914	24.6003%	971.4198
VSD 4	6.6644%	254.1520	6.8534%	270.6268
VSD 5	0.5691%	21.7030	0.5814%	22.9596
VSD 6	6.4754%	246.9430	6.5541%	258.8076
<b>VSD Total</b>	<b>59.3399%</b>	<b>2,262.9614</b>	<b>58.4642%</b>	<b>2,308.6399</b>
Apple Valley 01	9.0324%	344.4567	0.0000%	0.0000
Apple Valley 02	5.3202%	202.8900	0.0000%	0.0000
Apple Valley 03	1.5587%	59.4430	16.9962%	671.1463
Apple Valley North	0.0996%	3.7990	0.0649%	2.5635
<b>Apple Total</b>	<b>16.0110%</b>	<b>610.5887</b>	<b>17.0611%</b>	<b>673.7098</b>
<b>Hesperia</b>	<b>19.2099%</b>	<b>732.5810</b>	<b>18.9678%</b>	<b>749.0037</b>
CSA 64 SVL	4.8258%	184.0330	4.8580%	191.8341
CSA 42 Oro Grande	0.6134%	23.3910	0.6489%	25.6252
<b>CSA Total</b>	<b>5.4391%</b>	<b>207.4240</b>	<b>5.5070%</b>	<b>217.4593</b>
<b>Total Apportioned Flow</b>	<b>100.0000%</b>	<b>3,813.5551</b>	<b>100.0000%</b>	<b>3,948.8127</b>
Mojave Narrows Regional Park		1.1000		1.1000
<b>Total Study Flow</b>		<b>3,814.6551</b>		<b>3,949.9127</b>



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

**TO:** VVWRA Board of Commissioners  
**FROM:** Darron Poulsen, General Manager  
**SUBMITTED BY:** Chieko Keagy, Controller  
**DATE:** March 18, 2021  
**SUBJECT:** **RECOMMENDATION TO APPROVE A CONTRACT WITH VASQUEZ AND COMPANY, LLP AS AN AUDITOR FOR FINANCIAL AND SINGLE AUDITS FOR YEARS ENDING JUNE 30, 2021, 2022, AND 2023**

**For Action**       **Fiscal Impact:**      **\$29,750 for each year**  
 **Information Only**       **Account Code:**  
 **Funds Budgeted/Approved: none**

**STAFF RECOMMENDATION**

It is recommended that the Board of Commissioners approve the General Manager to award a contract to Vasquez and Company, LLP (Vasquez) as an auditor for both financial and Single audits not to exceed \$29,750 each for the years ending June 30, 2021, 2022, and 2023.

**PREVIOUS ACTION(S)**

On March 19, 2020 the Board instructed the staff seek for a new auditor based on a solicitation of requests for proposals (RFP) per the VVWRA Procurement Policy.

**BACKGROUND INFORMATION**

By utilizing a web-based RFP process, open to multiple auditing firms, the staff received six bids to perform the financial and Single audits for the Authority for next three years. An evaluation team comprised of the General Manger, the Controller and the Senior Accountant reviewed all six bids considering cost and the company's ability and familiarity with performing public agency audits. The performance ability of each firm was considered by evaluating the expertise and experience related to wastewater entities, grants, and the familiarity with capital programs. The evaluation team completed a thorough evaluation and the tabulated results are as follows:



<b>Firms</b>	<b>E1</b>	<b>E2</b>	<b>E3</b>	<b>Total</b>
Badawi and Associates, CPAs	69	59	69	197
Brown Armstrong Accountancy Corp.	85	76	85	246
Clifton Larson Allen, LLP	89	79	94	262
Eadie and Payne, LLP	92	82	94	268
Rogers Anderson Malody & Scott, LLP	89	68	92	249
<b>Vasquez and Company, LLP</b>	<b>93</b>	<b>88</b>	<b>89</b>	<b>270</b>

E = Evaluator

After a thorough review, and making several calls to verify references, Staff has identified that the Vasquez firm has an excellent reputation and a strong ability to perform the work of this contract. Vasquez's qualifications are summarized in the attached qualification letter (Exhibit 1). Staff recommends to the Board that this contract be awarded to Vasquez to perform the financial and Single audits for the next three years pending legal review.

### ATTACHMENT

Exhibit (1): Qualification letter from Vasquez

# EXHIBIT 1



655 N Central Avenue, Suite 1550  
 Glendale, CA 91203  
 Ph. (213) 873-1700  
 Fax (213) 873-1777  
[www.vasquezcpa.com](http://www.vasquezcpa.com)

OFFICE LOCATIONS:  
 Los Angeles  
 Sacramento  
 San Diego  
 Manila

March 5, 2021

Chieko Keagy, CPA CGMA MSA CPP  
 Controller  
 Victor Valley Wastewater Reclamation Authority  
 20111 Shay Road  
 Victorville, CA 92394

Re: Vasquez & Company LLP

Dear Ms. Keagy,

Vasquez & Company LLP (Vasquez) appreciates the opportunity to clarify its proposal to the Victor Valley Wastewater Reclamation Authority (Authority) regarding the qualifications and experience of the Vasquez team.

Vasquez has one of the largest government practices in Southern California serving water districts, transportation authorities, joint powers authorities, and other special districts and local municipalities in California for over 50 years. This experience ensures you will be served by knowledgeable and experienced individuals specializing in water and government.

Vasquez is an integral part of the RSM US Alliance, a premier affiliation of independent accounting and consulting firms in the United States, with more than 75 members in over 38 states. Nationally, RSM serves more than 650 governmental clients annually, including water and power districts, water authorities, ports, transit authorities, other special-purpose authorities, states, counties, and municipalities.

The engagement team has the following experience:

- The engagement partner has over 20 years of experience with water agencies and served entities such as LADWP and The Southern California Metropolitan Water District.
- The engagement manager has over 15 years of audit experience and specializes in water agencies.
- Senior auditors possess a minimum of four (4) years of experience.
- Staff auditors possess a minimum of two (2) years of experience.

All key management team members have international accounting firm experience, possess relevant credentials, and extensive experience in the water industry.

Everything about us – our culture, values, industry expertise, and resources – helps us respond to your needs, continue to earn your trust, and contribute to your success. Our commitment to quality and timely service, range of capabilities and spirit of innovation and teamwork is proven and will continue to be hallmarks that distinguish us from all other firms.

Yours truly,

VASQUEZ & COMPANY LLP



RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International.