

**MINUTES OF A REGULAR MEETING  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWRA)  
June 15, 2023**

**CALL TO ORDER:** Chair Dakota Higgins called the meeting to order at 7:32 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 Scott Nassif, Vice-Chair Debra Jones, Secretary Larry Bird , Treasurer Absent for items 8 and 9</b>
--	--

**VWRA Staff and Legal Counsel:**

**Darron Poulsen, General Manager  
Kristi Casteel, Executive Assistant  
Piero Dallarda, Legal Counsel (BB&K)  
David Wylie, Safety & Communications Officer  
Brad Adams, Director of O&M  
Hillary Chavez, Administrative Assistant**

**Guests**

**Jenele Davidson, City of Victorville**

**CLOSED SESSION**

**PUBLIC COMMENTS- CLOSED SESSION AGENDA**

**NONE**

**Moved: Commissioner Jones**

**Second: Commissioner Nassif**

**Motion to enter into Closed Session**

**Motion passed by a 3-0 roll call vote with Commissioner Bird Absent**

**REGULAR SESSION**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Chair Higgins called the meeting to order at 8:40 AM.

**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 5

**CONSENT CALENDAR:**

4. **Receive, Approve and File Minutes, May 18, 2023 Regular Meeting**
5. **Receive, Approve and File May 2023 Disbursement**

**Moved: Commissioner Jones**

**Second: Commissioner Nassif**

**Approval of the Consent Calendar Items 4 and 5 with Commissioner Nassif abstaining from any disbursements to Napa Auto Parts on item 5.**

**Chair Higgins- Yes**

**Commissioner Nassif - Yes**

**Commissioner Jones - Yes**

**Motion passed by a 3-0 roll call vote with Commissioner Bird absent**

**PUBLIC HEARING:**

6. **Adoption of FY 2023-2024 Budget**

**Chair Higgins opened the Public Hearing at 8:40 am.**

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

**Commissioner Nassif asked to close the public hearing and wait for Commissioner Bird to arrive before moving on with the Public Hearing. The consensus of the Board was to wait for Commissioner Bird.**

**Chair Higgins closed the public hearing at 8:41 am and moved on to action item 8**

**Chair Higgins re-opened the Public Hearing at 8:56 am**

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

**Chair Higgins closed the public hearing at 8:57 am.**

**There was a motion by Commissioner Nassif and seconded by Commissioner Jones to Read the budget by title only, waive further reading of the budget, and adopt budget and order it published. Motion passed by a 4-0 roll call**

**ACTION ITEM:**

**7. Recommendation to Adopt 2023-10 Adoption of the FY 2023-2024 Budget**

The Board will consider approval to adopt Resolution 2023-10: Adoption of the Proposed Budget as presented for the year ending June 30, 2024

**Moved: Commissioner Jones**

**Second: Commissioner Nassif**

**Approval to adopt Resolution 2023-10: Adoption of the Proposed Budget as presented for the year ending June 30, 2024**

**Chair Higgins- Yes**

**Commissioner Nassif - Yes**

**Commissioner Jones - Yes**

**Commissioner Bird- Yes**

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

**8. Recommendation to Approve VVWRA Administrative Employees MOU, (Memorandum or Understanding)**

The Board will consider approval of VVWRA Administrative Employees MOU. Under section one the word resolution will be stricken. This is not being approved by resolution this is being approved by action of the Board. The previous memorandum of understanding was not approved by resolution, so neither is this. On section four, there is a description PIO & Safety Coordinator this will be changed to Safety & Communications Officer. On section five, the position of Safety & Communications Officer will be added to the positions classified as confidential. In section six sub-section four, the word "shall" will be removed and add in "may" below that is a sentence that "one time" will be taken out and it will read "annual" in the same sentence the year "2023" will be taken out.

**Moved: Chair Higgins**

**Second: Commissioner Nassif**

**Approval of VVWRA Administrative Employees MOU**

**Chair Higgins- Yes**

**Commissioner Nassif - Yes**

**Commissioner Jones- Yes**

**Motion passed by a 3-0 roll call vote with Commissioner Bird absent**

**9. Recommendation to Adopt Resolution 2023-11 FY 2023-2024 Holiday Schedule**

The Board will consider approval to adopt Resolution 2023-11 to establish the paid holidays for VVWRA employees during fiscal year 2022-2023 which is consistent with the MOU with the Employees Association adopted on December 8, 2016

**Moved: Commissioner Jones**

**Second: Commissioner Nassif**

**Approval to adopt Resolution 2023-11 to establish the paid holidays for VVWRA employees during fiscal year 2022-2023 which is consistent with the MOU with the Employees Association adopted on December 8, 2016**

**Chair Higgins- Yes**

**Commissioner Nassif - Yes**

**Commissioner Jones - Yes**

**Motion passed by a 3-0 roll call vote with Commissioner Bird absent**

**10. Recommendation to approve the Changes in the Language of the Professional Service Agreement for Vasquez & Company LLP**

Pending legal review. It is recommended that the Board of Commissioners approve the changes in the language of the Professional Service Agreement (PSA) with our auditor, Vasquez & Company LLP.

**Moved: Commissioner Jones**

**Second: Commissioner Nassif**

**Approval to changes in the language of the Professional Service Agreement (PSA) with our auditor, Vasquez & Company LLP pending legal review**

**Chair Higgins- Yes**

**Commissioner Nassif - Yes**

**Commissioner Jones- Yes**

**Commissioner Bird- Yes**

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

**11. Recommendation to authorize Staff and Our Legal Team to Begin Negotiations with Anaergia for a New RNG Contract Agreement to Have Anaergia Take Over Daily Operations of the Receiving and Maintenance of the Food Waste Receiving for the RNG Project**

The Board will consider approval to authorize staff and our legal team to begin negotiations with Anaergia for a new RNG contract agreement to have Anaergia take over daily operations of the receiving and maintenance of the food waste receiving for the RNG project

**Consensus to authorize staff and our legal team to begin negotiations with Anaergia for a new RNG contract agreement to have Anaergia take over daily operations of the receiving and maintenance of the food waste receiving for the RNG project**

**12. Recommendation to Cancel the June 30th Board Meeting**

The Board will consider approval to cancel the regularly scheduled June 30, 2022 Meeting if the Board adopts the FY 2023-24 Budget

**Moved: Commissioner Becerra**

**Second: Chair Nassif**

**Approval to cancel the regularly scheduled June 30, 2022 Meeting if the Board adopts the FY 2023-24 Budget**

**Chair Higgins- Yes**

**Commissioner Nassif - Yes**

**Commissioner Jones - Yes**

**Commissioner Bird- Yes**

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

**13. Election of Officers**

The Board will consider approval of the rotation of officers for the FY 2023-2024, effective July 1, 2023

**Moved: Commissioner Jones**

**Second: Chair Higgins**

**Approval of the rotation of officers for the FY 2023-2024, effective July 1, 2023**

**Chair Higgins- Yes**

**Commissioner Nassif - Yes**

**Commissioner Jones - Yes**

**Commissioner Bird- Yes**

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

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

**Closed session**

**ADJOURNMENT**

The board will adjourn to a regular board meeting on May 18, 2023 at 7:30 a.m.

**APPROVAL:**

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

  
Approved by Larry Bird, Secretary  
VVWRA Board of Commissioners