

**MINUTES OF A REGULAR MEETING
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWVRA)
March 21, 2024**

CALL TO ORDER: Chair Scott Nassif called the meeting to order at 8:05 AM; in Conference Room D at Victorville City Hall, located at 14343 Civic Drive, Victorville California, with the following members present:

TOWN OF APPLE VALLEY	Scott Nassif, Chair
CITY OF VICTORVILLE	Debra Jones, Vice-Chair
CITY OF HESPERIA	Larry Bird, Secretary
ORO GRANDE (CSA 42) AND SPRING VALLEY LAKE (CSA 64)	Dakota Higgins, Treasurer

VWVRA 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
Robert Coromina, Director of Administration
Mike Medina, IT Technician
Latif Laari, EC Manager
Xiwei Wang, Accounting Supervisor

Guests

Keith Metzler, City of Victorville
Sam Arvizu, City of Victorville
Freddy Bonilla, City of Victorville
Janele Davidson, City of Victorville
Doug Matthews, City of Victorville
Rachel Molina, City of Hesperia

REGULAR SESSION

CALL TO ORDER & PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS- REGULAR SESSION AGENDA

NONE

POSSIBLE CONFLICT OF INTEREST

Chair Nassif abstaining from any disbursements to Napa Auto Parts on item 2

CONSENT CALENDAR:

- 1. Receive, Approve, and File Minutes, February 15, 2024 Regular Meeting**

2. Receive, Approve and File February 2024 Disbursement

Moved: Commissioner Jones

Second: Commissioner Higgins

Approval of the Consent Calendar Items 1 and 2 with Chair Nassif abstaining from any disbursements to Napa Auto Parts on item 2

Chair Nassif- Yes

Commissioner Jones - Yes

Commissioner Bird - Yes

Commissioner Higgins- Yes

Motion passed by a 4-0 roll call vote

ACTION ITEM:

3. Recommendation to Adopt Resolution 2024-02 to Amend Flow Billing Percentages and Approve the Flow Billing Rates as Measured by ADS Environmental Services, Inc.

The Board will consider approval to adopt Resolution 2024-02 to amend flow billing percentages and approve the flow billing rates as measured by ADS Environmental Services, Inc.

Moved: Commissioner Bird

Second: Commissioner Higgins

Approval to adopt Resolution 2024-02 to amend flow billing percentages and approve the flow billing rates as measured by ADS Environmental Services, Inc.

Chair Nassif- Yes

Commissioner Jones - Yes

Commissioner Bird - Yes

Commissioner Higgins- Yes

Motion passed by a 4-0 roll call vote

4. Recommendation to Adopt Resolution 2024-03 to Revise and Adopt New Policies on Vacation Buy Back

The Board will consider approval to adopt Resolution 2024-03 to revise VVWRA's Personnel Rules and Regulations to ensure compliance with the Internal Revenue Service's constructive receipt doctrine

Moved: Commissioner Higgins

Second: Commissioner Jones

Approval to adopt Resolution 2024-03 to revise VVWRA's Personnel Rules and Regulations to ensure compliance with the Internal Revenue Service's constructive receipt doctrine

Chair Nassif- Yes

Commissioner Jones - Yes

Commissioner Bird - Yes

Commissioner Higgins- Yes

Motion passed by a 4-0 roll call vote

5. Recommendation to Adopt Resolution 2024-04 Amending Surplus Property List of Unused Equipment and Scrap

The Board will consider approval to adopt Resolution 2024-04 to amend the Surplus Property List and authorize the General Manager to approve the disposition of surplus equipment that no longer has any present or prospective use

Moved: Commissioner Higgins

Second: Commissioner Bird

Approval to adopt Resolution 2024-04 to amend the Surplus Property List and authorize the General Manager to approve the disposition of surplus equipment that no longer has any present or prospective use

Chair Nassif- Yes

Commissioner Jones - Yes

Commissioner Bird - Yes

Commissioner Higgins- Yes

Motion passed by a 4-0 roll call vote

6. Recommendation to Authorize the General Manager to Award a Contract for the Arc Flash Risk Assessment Study in the Amount of \$205,970.23 to Graybar Electric Pending Legal Review and Approval of the Agreement

The Board will consider approval to authorize the General Manager to award Graybar Electric a contract for the Arc Flash Risk Assessment Study for \$205,970.23, pending legal review and approval of the agreement

Moved: Commissioner Bird

Second: Commissioner Higgins

Approval to authorize the General Manager to award Graybar Electric a contract for the Arc Flash Risk Assessment Study for \$205,970.23, pending legal review and approval of the agreement

Chair Nassif- Yes

Commissioner Jones - Yes

Commissioner Bird - Yes

Commissioner Higgins- Yes

Motion passed by a 4-0 roll call vote

7. Recommendation to Authorize the General Manager to Approve Two Change Orders to the Existing Contract for the Side Stream Electrical and Integration Project for \$22,660.00 to Pro-Automation Inc

The Board will consider approval to authorize the General Manager to approve two change orders to the existing Pro-Automation Inc. for the Side Stream Electrical and Integration Project for \$22,660.00

Moved: Commissioner Higgins

Second: Commissioner Bird

Approval to authorize the General Manager to approve two change orders to the existing Pro-Automation Inc. for the Side Stream Electrical and Integration Project for \$22,660.00

Chair Nassif- Yes

Commissioner Jones - Yes

Commissioner Bird - Yes

Commissioner Higgins- Yes

Motion passed by a 4-0 roll call vote

8. Recommendation to Amend the Fiscal Year (FY) 2024 Budget by Utilizing a Portion of the Revised FY 2024 Operating Budget Surplus as well as from the FY 2023 Excess Fund Reserve

The Board will consider approval to authorize the General Manager to amend the FY 2024 Operating Budget by utilizing a portion of the excess revenue from FY 2024 to replenish several contingency accounts. Also, it is recommended that the Board of Commissioners approve the General Manager to utilize a portion of the excess fund reserve from FY 2023 to cover the additional costs needed for several capital projects

Moved: Commissioner Higgins

Second: Chair Nassif

Approval to authorize the General Manager to amend the FY 2024 Operating Budget by utilizing a portion of the excess revenue from FY 2024 to replenish several contingency accounts. Also, it is recommended that the Board of Commissioners approve the General Manager to utilize a portion of the excess fund reserve from FY 2023 to cover the additional costs needed for several capital projects

Chair Nassif- Yes

Commissioner Jones - Yes

Commissioner Bird - Yes

Commissioner Higgins- Yes

Motion passed by a 4-0 roll call vote

9. Recommendation to Authorize the General Manager to Execute the Change Order in the Amount of \$316,000 to the SoCal Biomethane Amendment and Anaergia Equipment Purchase Agreement to Allow for Additional Improvements to the ADM Receiving Operations

The Board will consider approval to authorize the General Manager to execute the change order in the amount of \$316,000 to the SoCal Biomethane Amendment and Anaergia Equipment Purchase Agreement to allow for additional improvements to the ADM receiving operations

Moved: Commissioner Higgins

Second: Commissioner Jones

Approval to authorize the General Manager to execute the change order in the amount of \$316,000 to the SoCal Biomethane Amendment and Anaergia Equipment Purchase Agreement to allow for additional improvements to the ADM receiving operations

Chair Nassif- Yes

Commissioner Jones - Yes

Commissioner Bird - Yes

Commissioner Higgins- Yes


Motion passed by a 4-0 roll call vote

ADJOURNMENT

The board will adjourn to a regular board meeting on April 25, 2024 at 7:30 a.m.

APPROVAL:

DATE: 4/25/2024 BY:


Approved by Larry Bird, Secretary
VVWRA Board of Commissioners