

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, February 19, 2026
Closed Session 8:00 a.m. Open Session 8:30 a.m.**

VVWRA is committed to protecting public health and the environment in the Victor Valley by providing effective and fiscally responsible wastewater collection, treatment, and recycling.

Call to Order Gregg

Roll Call Casteel

Public Comments- Closed Session Agenda Items Gregg

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 Gregg

1. **(Gov. Code Sec. 54957) Conference with Legal Public Assistant General
Manager Contract** Gregg

Call to Order & Pledge of Allegiance Gregg

Report from Closed Session Legal

Public Comment (Government Code Section 54954.3)

Gregg

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

Gregg

Consent Calendar

Gregg

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.

2. Receive, Approve and File Minutes

Casteel

- Regular Board Meeting January 29, 2026

3. Receive, Approve and File January 2026 Disbursement

Wang

4. Reports & Presentations-

Wang

- Rate Study

Action Items

Gregg

The Executive Leadership Team will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.

5. Recommendation to Approve the Assistant General Manager Contract

Poulsen

6. Recommendation to authorize the General Manager to approve the purchase of new headworks equipment, using the formal bidding process, from JWC Environmental for an amount not to exceed \$1,000,000.

Tompkins

Recommendation to authorize the general manager to approve the purchase of new headworks equipment, using the formal bidding process, from JWC Environmental for an amount not to exceed \$1,000,000.

7. **Recommendation to approve a change order for the replacement of electrical metering equipment and removal of obsolete switchboard components to complete the Regional Plant Emergency Generators Controls Upgrade, in a total amount not to exceed \$60,724.00.** Laari
- It is recommended that the Board of Commissioners approve a change order in an amount not to exceed \$60,724 (**Exhibit 1**) for the replacement of electrical metering equipment and removal of obsolete switchboard components necessary to complete the Regional Plant Emergency Generator Controls Upgrade Project.
8. **It is recommended that the Board of Commissioners adopt Resolution 2026-02 to amend the VVWRA procurement policy and to establish the limits for the purchasing authority of the newly created position of Assistant General Manager.** Wang
- It is recommended that the Board of Commissioners adopt Resolution 2026-02 to amend the VVWRA procurement policy and to establish the limits for the purchasing authority of the newly created position of Assistant General Manager.
9. **Recommendation to authorize the General Manager to award a contract to NBJSOFT for the purchase and implementation of a new Water Information Management System (WIMS) to replace VVWRA's existing Operator10 and Synexus software. The total contract amount is \$146,900, which includes \$111,900 for a three-year subscription and \$35,000 for one-time implementation, pending final agreement review and approval.** Laari
- It is recommended that the Board of Commissioners authorize the General Manager to award a contract to NBJSOFT for the purchase and implementation of a new Water Information Management System (WIMS) to replace VVWRA's existing Operator10 and Synexus software. The total contract amount is \$146,900, which includes \$111,900 for a three-year subscription and \$35,000 for one-time implementation, pending final agreement review and approval. This recommendation is based on a comprehensive evaluation of five responsive proposals received through a competitive Request for Proposals (RFP) process that concluded on November 10, 2025.

Staff Reports

- Gregg
10. **General Managers Report** Poulsen
11. Finance Report 4th Quarter Wang
12. Operations & Maintenance Report 4th Quarter Tompkins
13. Environmental Compliance Report 4th Quarter Laari
14. Septage Report 4th Quarter Laari
15. Safety and Communications Report 4th Quarter Wylie
David Wylie

American Disabilities Act Compliance Statement

Government Code Section 54954.2(a)



Any request for disability-related modifications or accommodations (including auxiliary aids or services) sought to participate in the above public meeting should be directed to the VVWRA's Secretary at (760) 246-8638 at least 72 hours prior to the scheduled meeting. Requests must specify the nature of the disability and the type of accommodation requested.

Agenda posting

Government Code Section 54954.2

This agenda has been posted in the main lobby of the Authority's Administrative offices not less than 72 hours prior to the meeting date and time above. All written materials relating to each agenda item are available for public inspection in the office of the Board Secretary.

Agenda items received after posting

Government Code Section 54957.5

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the VVWRA office located at, 20111 Shay Road, Victorville CA 92394. The materials will also be posted on the VVWRA website at www.vvwra.com.

Items Not Posted

Government Code Section 54954.2(b)

In the event any matter not listed on this agenda is proposed to be submitted to the Board for discussion and/or action, it will be done as an emergency item or because there is a need to take immediate action, which came to the attention of the Board subsequent to the posting of the agenda, or as set forth on a supplemental agenda posted in the manner as above, not less than 72 hours prior to the meeting date.

Items Continued

Government Section 54954.2(b)(3)

Items may be continued from this meeting without further notice to a Committee or Board meeting held within five (5) days of this meeting

Meeting Adjournment

This meeting may be adjourned to a later time and items of business from this agenda may be considered at the later meeting by Order of Adjournment and Notice

<i>VVWRA's Board Meeting packets and agendas are available for review on its website at www.vvwra.com. The website is updated on Friday preceding any regularly scheduled board meeting.</i>



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Staff Report

TO: VWRA Board of Commissioners

FROM: Darron Poulsen, General Manager

SUBMITTED BY: Kristi Casteel, Executive Assistant to the GM

DATE: 02/19/2026

SUBJECT: **Receive, Approve and File Minutes**

- Regular Board Meeting January 29, 2026

Fiscal Impact N/A

Account Code:

Funds Budgeted/ Approved:

STAFF RECOMMENDATION

PREVIOUS ACTION(S)

BACKGROUND INFORMATION

Attachments

2026.01.29 Minutes

**MINUTES OF MEETING
MEETING OF THE BOARD OF COMMISSIONERS
VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY (VWVRA)
November 20, 2025**

CALL TO ORDER: Chair Gregg called the meeting to order at 8:04 AM; in Conference Room D at Victorville City Hall, located at 14343 Civic Drive, Victorville California, with the following members present:

CITY OF HESPERIA	Brigit Bennington, Chair
ORO GRANDE (CSA 42) AND SPRING VALLEY LAKE (CSA 64)	Dakota Higgins, Vice-Chair
TOWN OF APPLE VALLEY	Scott Nassif, Secretary
CITY OF VICTORVILLE	Corrine Mora, Treasurer

VWVRA Staff and Legal Counsel:

**Darron Poulsen, General Manager
Kody Tompkins, Director of Operations & Maintenance
Kristi Casteel, Executive Assistant
Piero Dallarda, Legal Counsel (BB&K)
Hillary Chavez, Administrative Aide
David Wylie, Safety & Communications Officer
Latif Laari, Environmental Compliance Manager
Mike Medina, IT Technician
Xiwei Wang, Accounting Supervisor
Cycle Palazzo, Management Analyst
Kyle Parker, Lead Accountant
Kalin Westover, Operations Supervisor**

Guests

Guy Eisenberg, Town of Apple Valley	Rachel Molina, City of Hesperia
Daniel Best, City of Victorville	Scott Webb, City of Victorville
Cassandra, Sanchez, City of Hesperia	

CLOSED SESSION

NONE

REGULAR SESSION

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair Bennington called the meeting to order at 8:30 AM.

PUBLIC COMMENTS- REGULAR SESSION AGENDA

POSSIBLE CONFLICT OF INTEREST

NONE

CONSENT CALENDAR:

- 2. Receive, Approve, and File Minutes, November 20, 2025 Regular Meeting and January 15, 2026 Special Meeting**
- 3. Receive, Approve and File November and December 2025 Disbursement**

Moved: Commissioner Higgins

Second: Commissioner Nassif

Approval of the Consent Calendar Items 2 and 3.

Chair Bennington- Yes

Commissioner Higgins - Yes

Commissioner Nassif- Yes

Commissioner Mora - Yes

Motion passed by a 4-0 roll call vote

REPORTS & PRESENTATIONS

- 4. Mid-Year Budget Presentation**

Xiwei Wang gave a presentation on the Mid-Year Budget

ACTION ITEMS

- 5. Recommendation to Authorize the General Manager to Amend the Fiscal Year 2026 Budget by Utilizing a Portion of the FY 2025 Excess Fund Reserves and Approve the Revised FY 2026 Salary Schedule to Reflect the Position Changes from the Mid-Year Organization Restructuring Process.**

It is recommended to authorize the General Manager to amend the FY 2026 Operating Budget by utilizing a portion of the excess fund reserve from FY 2025 to replenish the operating contingency accounts, as well as covering the additional costs needed for several capital projects. Also, it is recommended that the Board of Commissioners approve the revised FY 2026 salary schedule to reflect the position changes from the organization restructuring process in the current fiscal year.

Moved: Commissioner Nassif

Second: Commissioner Higgins

Approval to authorize the General Manager to amend the FY 2026 Operating Budget by utilizing a portion of the excess fund reserve from FY 2025 to replenish the operating contingency accounts, as well as covering the additional costs needed for several capital projects. Also, it is recommended that the Board of Commissioners approve the revised FY 2026 salary schedule to reflect the position changes from the organization restructuring process in the current fiscal year.

Chair Bennington- Yes

Commissioner Higgins - Yes

Commissioner Nassif- Yes

Commissioner Mora -Yes

Motion passed by a 4-0 roll call vote

6. Recommendation to Adopt Resolution 2026-01 approve revised publicly available pay schedules in accordance with CalPERS guidelines

It is recommended that the Board of Commissioners adopt Resolution 2026-01 to approve the revised publicly available pay schedules effective July 1, 2020, July 1, 2021, July 1, 2022, July 1, 2023, July 1, 2024, and July 1, 2025, in accordance with CalPERS guidelines

Moved: Commissioner Higgins

Second: Commissioner Nassif

Adoption of Resolution 2026-01 to approve the revised publicly available pay schedules effective July 1, 2020, July 1, 2021, July 1, 2022, July 1, 2023, July 1, 2024, and July 1, 2025, in accordance with CalPERS guidelines

Chair Bennington- Yes

Commissioner Higgins - Yes

Commissioner Nassif- Yes

Commissioner Mora - Yes

Motion passed by a 4-0 roll call vote

7. Recommendation to Authorize the General Manager to Execute a Contract with West Yost Associates to Provide Consulting Services for the Strategic Vision Project in an Amount Not to exceed \$300,000, Subject to Legal Review and Approval of the Agreement

It is recommended that the Board of Commissioners authorize the General Manager to execute a contract with West Yost Associates for consulting services for the Strategic Vision Project in an amount not to exceed \$300,000, pending legal review and approval of the agreement.

Moved: Commissioner Higgins

Second: Commissioner Nassif

Approval to authorize the General Manager to execute a contract with West Yost Associates for consulting services for the Strategic Vision Project in an amount not to exceed \$300,000, pending legal review and approval of the agreement.

Chair Bennington- Yes

Commissioner Higgins - Yes

Commissioner Nassif- Yes

Commissioner Mora- Yes

Motion passed by a 4-0 roll call vote

8. Recommendation to Authorize the General Manager to Award a Contract to The National Coating & Lining Company for the Rehabilitation of Twenty (20) Manholes in the Amount of \$130,100.00 with an Additional Contingency of \$26,020.00 to Cover Unforeseen Costs, for a Total Not-To-Exceed Amount of \$156,120.00

It is recommended that the Board of Commissioners authorize the General Manager to award a contract to National Coating & Lining Company for the rehabilitation of twenty (20) manholes in the amount of \$130,100.00, with an additional contingency of \$26,020.00 to cover unforeseen costs, for a total not-to exceed amount of \$156,120.00, pending legal review of the agreement

Moved: Commissioner Nassif

Second: Commissioner Higgins

Approval to authorize the General Manager to award a contract to National Coating & Lining Company for the rehabilitation of twenty (20) manholes in the amount of \$130,100.00, with an additional contingency of \$26,020.00 to cover unforeseen costs, for a total not-to exceed amount of \$156,120.00, pending legal review of the agreement

Chair Bennington- Yes

Commissioner Higgins - Yes

Commissioner Nassif- Yes

Commissioner Mora- Yes

Motion passed by a 4-0 roll call vote

9. Recommendation to Authorize the General Manager to Approve a Solesource Purchase of Fortinet WIFI Components for The WIFI Upgrade Project From Netgain Networks, Inc., in the amount of \$81,470.37

It is recommended that the Board of Commissioners authorize the General Manager to approve a sole-source purchase of Fortinet WiFi components for the WiFi Upgrade Project from Netgain Networks, Inc., in the amount of \$81,470.37

Moved: Commissioner Nassif

Second: Commissioner Higgins

Approval to authorize the General Manager to approve a sole-source purchase of Fortinet WiFi components for the WiFi Upgrade Project from Netgain Networks, Inc., in the amount of \$81,470.37

Chair Bennington- Yes

Commissioner Higgins - Yes

Commissioner Nassif- Yes

Commissioner Mora- Yes

Motion passed by a 4-0 roll call vote

10. Recommendation to Authorize the General Manager to Approve the Purchase of Ultraviolet Disinfection System Replacement Parts for \$149,762.29 from Xylem Water Solutions, our Sole Source Provider

It is recommended that the Board of Commissioners authorize the General Manager to approve the purchase of UV disinfection system replacement parts from Xylem Water Solutions, our sole-source provider, in the amount of \$149,762.29 (quoted amount plus applicable taxes and freight) as detailed in Exhibit 1. This is a budgeted expenditure

Moved: Commissioner Nassif

Second: Chair Bennington

Approval to authorize the General Manager to approve the purchase of UV disinfection system replacement parts from Xylem Water Solutions, our sole-source provider, in the

amount of \$149,762.29 (quoted amount plus applicable taxes and freight) as detailed in Exhibit 1. This is a budgeted expenditure

Chair Bennington- Yes

Commissioner Higgins - Yes

Commissioner Nassif- Yes

Commissioner Mora- Yes

Motion passed by a 4-0 roll call vote

11. Recommendation to Authorize the General Manager to Approve a Change Order to Extend the Temporary Generators Rentals to Complete the Regional Plant Emergency Generators Controls Upgrade for a Total Amount Not-to- Exceed \$57,237.00

It is recommended that the Board of Commissioners authorize the General Manager to approve a change order with United Rentals (North America), Inc., issued during the implementation phase of the Regional Plant Emergency Generator Controls Upgrade, to increase the authorized purchase order amount from \$74,999.33 (Exhibit 1) to \$132,235.53 (Exhibit 2), reflecting a total change order increase of \$57,236.20

Moved: Commissioner Nassif

Second: Commissioner Higgins

Approval to authorize the General Manager to approve a change order with United Rentals (North America), Inc., issued during the implementation phase of the Regional Plant Emergency Generator Controls Upgrade, to increase the authorized purchase order amount from \$74,999.33 (Exhibit 1) to \$132,235.53 (Exhibit 2), reflecting a total change order increase of \$57,236.20

Chair Bennington- Yes

Commissioner Higgins - Yes

Commissioner Nassif- Yes

Commissioner Mora- Yes

Motion passed by a 4-0 roll call vote

12. Recommendation to Authorize the General Manager to Approve a Contract with Hoch Consulting to Provide Engineering Services for the Potable Water Supply Pipeline Design and Environmental Permitting Project in an Amount Not to exceed \$399,971, Pending Legal Review and Approval of the Agreement

It is recommended that the Board of Commissioners authorize the General Manager to approve a contract with Hoch Consulting to provide engineering services for the Potable

Water Supply Pipeline Design and Environmental Permitting Project in an amount not to exceed \$399,971, Pending legal review and approval of the agreement

Moved: Commissioner Higgins

Second: Commissioner Nassif

Approval to authorize the General Manager to approve a contract with Hoch Consulting to provide engineering services for the Potable Water Supply Pipeline Design and Environmental Permitting Project in an amount not to exceed \$399,971, Pending legal review and approval of the agreement

Chair Bennington- Yes

Commissioner Higgins - Yes

Commissioner Nassif- Yes

Commissioner Mora- Yes

Motion passed by a 4-0 roll call vote

- 13. Recommendation to appoint the General Manager as Real Property Negotiator for the purposes of negotiating the use, lease or purchase of VVWRA real property for Future Land Negotiations regarding APN 0473183-23 and APN's 0468061-11 & 0468061-14. & 04668061- 15 to negotiate any terms, conditions or legal instruments that may be appropriate**

It is recommended that the Board of Commissioners appoint the General Manager as Real Property Negotiator for the purposes of negotiating the use, lease or purchase of VVWRA real property for Future Land Negotiations regarding APN 0473183-23 and APN's 0468061-11 & 0468061-14. & 04668061- 15 to negotiate any terms, conditions or legal instruments that may be appropriate

Moved: Commissioner Higgins

Second: Commissioner Nassif

Approval to appoint the General Manager as Real Property Negotiator for the purposes of negotiating the use, lease or purchase of VVWRA real property for Future Land Negotiations regarding APN 0473183-23 and APN's 0468061-11 & 0468061-14. & 04668061 - 15 to negotiate any terms, conditions or legal instruments that may be appropriate

Chair Bennington – Yes

Commissioner Higgins - Yes

Commissioner Nassif- Yes

Commissioner Mora- Yes

Motion passed by a 4-0 roll call vote

REPORT FROM CLOSED SESSION

Nothing to report

ADJOURNMENT

APPROVAL:

DATE: February 19, 2026 BY: _____
Approved by Scott Nassif Secretary
VVWRA Board of Commissioners



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Agenda Item

TO: VFWRA Board of Commissioners
FROM: Darron Poulsen, General Manager
SUBMITTED BY: Xiwei Wang, Accounting Supervisor
DATE: 02/19/2026
SUBJECT: **Receive, Approve and File January 2026 Disbursement**

Attachments

Cash Disbursement January 2026



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: February 19, 2026

TO: Darron Poulsen
General Manager

FROM: Xiwei Wang
Director of Finance

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 JANUARY 2026, check numbers 126496-126536 and ACH's.

<i>Accounts Payable</i>			
<i>Checks</i>	<i>ACH's and EFT's</i>	<i>Payroll</i>	<i>Total</i>
<i>\$146,964.02</i>	<i>\$1,311,765.31</i>	<i>\$646,646.29</i>	<i>\$2,105,375.62</i>

Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 01/1/2026 through 01/31/2026

Vendor Name	Payment #	Date	Total
Adscot Pest Control, Inc.	126496	01/08/2026	1,596.00
Answering 365	126497	01/08/2026	239.75
Aquatic Bioassay / Consult Inc.	126498	01/08/2026	350.00
Atmospheric Analysis And Consulting	126499	01/08/2026	945.00
Consibio Inc	126500	01/08/2026	36,154.00
Consibio Inc	126500	01/08/2026	(36,154.00)
Geotab Usa, Inc	126501	01/08/2026	369.00
Gfoa	126502	01/08/2026	1,010.00
Industrial Rubber & Supply, Llc	126503	01/08/2026	767.34
Mojave Desert A.Q.M.D.	126504	01/08/2026	432.72
Napa Victorville	126505	01/08/2026	2,031.12
Ponton Industries, Inc.	126506	01/08/2026	2,822.94
Rain For Rent	126507	01/08/2026	2,716.40
Safety-Kleen Systems Inc.	126508	01/08/2026	560.78
Socal Jcb	126509	01/08/2026	3,739.63
Titan Environmental Solutions, Inc	126510	01/08/2026	2,670.00
United Rentals Northwest, Inc	126511	01/08/2026	1,397.16
Verizon Wireless	126512	01/08/2026	2,312.89
World Oil Environmental Services	126513	01/08/2026	28.00
City Of Victorville / Utility Billing	126514	01/22/2026	20,662.86
Core & Main Lp	126515	01/22/2026	1,255.34
Freeus Llc	126516	01/22/2026	749.50
Konica Minolta Business Solutions	126517	01/22/2026	105.80
Learn Cpr 4 Life	126518	01/22/2026	850.00
Pete'S Road Service, Inc.	126519	01/22/2026	4,206.72
Quill Corporation	126520	01/22/2026	132.65
Westech Engineering, Inc.	126521	01/22/2026	3,145.01
Consibio Inc	126522	01/28/2026	64,066.00
Apex Rentals	126523	01/29/2026	11.17
Geotab Usa, Inc	126524	01/29/2026	369.00
Graham Equipment	126525	01/29/2026	3,020.00
Guardian	126526	01/29/2026	670.08
Hi-Desert Communications	126527	01/29/2026	150.00
Johnson Controls Fire Protection Lp	126528	01/29/2026	900.00
Nassif, Scott	126529	01/29/2026	100.00
Nobel Systems Inc.	126530	01/29/2026	5,000.00
Ponton Industries, Inc.	126531	01/29/2026	12,480.14
Safety-Kleen Systems Inc.	126532	01/29/2026	560.78
Shredyourdocs.Com	126533	01/29/2026	216.00
Smith Ironworks	126534	01/29/2026	625.00
United Rentals Northwest, Inc	126535	01/29/2026	1,444.20
Verizon Wireless	126536	01/29/2026	2,255.04
		Total Checks	\$ 146,964.02
Alumichem Usa Inc	24257	01/09/2026	\$ 11,196.90
Applied Maintenance Supplies & Solution	24258	01/09/2026	\$ 298.89
Bargain Byte	24259	01/09/2026	\$ 2,083.13
Beck Oil, Inc.	24260	01/09/2026	\$ 59,195.47
Brenntag Pacific, Inc	24261	01/09/2026	\$ 1,899.25
Brightview Landscape Services Inc	24262	01/09/2026	\$ 4,587.17
California School Veba	24263	01/09/2026	\$ 571.38
Cintas Corporation	24264	01/09/2026	\$ 1,583.76
Collicutt Energy Services Inc	24265	01/09/2026	\$ 614.72
Daniels Affordable Landscaping, Inc.	24266	01/09/2026	\$ 43,687.00
Dudek	24267	01/09/2026	\$ 34,631.50
Evoqua Water Technologies Llc	24268	01/09/2026	\$ 12,712.88
Fha Services, Inc.	24269	01/09/2026	\$ 9,858.78

Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 01/1/2026 through 01/31/2026

Vendor Name	Payment #	Date	Total
G.A. Osborne Pipe & Supply	24270	01/09/2026	\$ 313.66
Grainger	24271	01/09/2026	\$ 833.16
Larry Walker Associates	24272	01/09/2026	\$ 2,207.50
Mcmaster-Carr Supply Co.	24273	01/09/2026	\$ 1,567.11
Michael'S Auto Detail	24274	01/09/2026	\$ 1,690.00
Ndk Chem, Inc.	24275	01/09/2026	\$ 29,237.79
Netgain Networks, Inc	24276	01/09/2026	\$ 6,716.70
Patton Sales Corp	24277	01/09/2026	\$ 1,301.36
Performance Contracting, Inc	24278	01/09/2026	\$ 14,649.00
Pro Automation Co.	24279	01/09/2026	\$ 5,285.51
Prudential Overall Supply	24280	01/09/2026	\$ 2,711.79
Rodriguez, Jordan	24281	01/09/2026	\$ 129.00
Santa Fe Water Systems	24282	01/09/2026	\$ 45,392.25
Soffa Electric, Inc	24283	01/09/2026	\$ 1,025.00
T-Mobile	24284	01/09/2026	\$ 116.76
U.S.A. Bluebook	24285	01/09/2026	\$ 184.18
Veteran Janitorial, Llc	24286	01/09/2026	\$ 3,730.00
Victor Valley Wastewater Employees Assoc	24287	01/09/2026	\$ 1,044.00
Westover, Kalin	24288	01/09/2026	\$ 222.00
Adt Commercial	24289	01/23/2026	\$ 613.11
Anthony, Donna	24290	01/23/2026	\$ 264.31
Beck Oil, Inc.	24291	01/23/2026	\$ 6,630.66
Bellgardt, Jacob	24292	01/23/2026	\$ 360.00
Billings, Richard	24293	01/23/2026	\$ 409.00
Brenntag Pacific, Inc	24294	01/23/2026	\$ 4,645.23
Camfil Usa Inc.	24295	01/23/2026	\$ 2,064.91
Cdw Government, Inc	24296	01/23/2026	\$ 1,969.47
Correia, Linda	24297	01/23/2026	\$ 409.00
Csrma	24298	01/23/2026	\$ 271,305.00
Culligan Water Conditioning	24299	01/23/2026	\$ 996.60
Dagnino, Roy	24300	01/23/2026	\$ 409.00
Davis, Tim	24301	01/23/2026	\$ 409.00
Fha Services, Inc.	24302	01/23/2026	\$ 2,061.17
Flint, Terrie Gossard	24303	01/23/2026	\$ 409.00
G.A. Osborne Pipe & Supply	24304	01/23/2026	\$ 266.42
Grainger	24305	01/23/2026	\$ 933.82
Gyurcsik, Darline	24306	01/23/2026	\$ 409.00
Hinojosa, Thomas	24307	01/23/2026	\$ 409.00
Keniston, Olin	24308	01/23/2026	\$ 409.00
Main, Randy	24309	01/23/2026	\$ 409.00
Mcgee, Mark	24310	01/23/2026	\$ 409.00
Mcgrath Rentcorp	24311	01/23/2026	\$ 7,599.19
Mcmaster-Carr Supply Co.	24312	01/23/2026	\$ 1,718.58
Montgomery, Lillie	24313	01/23/2026	\$ 319.29
Muniquip Llc	24314	01/23/2026	\$ 14,250.68
Nalian, L. Christina	24315	01/23/2026	\$ 319.29
Nave, Patrick	24316	01/23/2026	\$ 409.00
Prine, Travis	24317	01/23/2026	\$ 87.16
Prudential Overall Supply	24318	01/23/2026	\$ 906.34
Quinn Company	24319	01/23/2026	\$ 76.98
Rodriguez, Jordan	24320	01/23/2026	\$ 130.50
Saddleback Environmental Equipment, Inc.	24321	01/23/2026	\$ 3,640.00
U.S. Bank	24322	01/23/2026	\$ 16,708.30
A.D.S. Corp.	24323	01/30/2026	\$ 8,470.00
Alertone Service, Inc	24324	01/30/2026	\$ 1,800.00
American Express	24325	01/30/2026	\$ 11,684.16
Babcock Laboratories, Inc.	24326	01/30/2026	\$ 45,143.69

Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 01/1/2026 through 01/31/2026

Vendor Name	Payment #	Date	Total
Beck Oil, Inc.	24327	01/30/2026	\$ 6,944.13
Best, Best & Krieger, L.L.P.	24328	01/30/2026	\$ 4,972.80
Brightview Landscape Services Inc	24329	01/30/2026	\$ 14,179.06
California School Veba	24330	01/30/2026	\$ 648.58
Cdw Government, Inc	24331	01/30/2026	\$ 1,136.69
Cintas Corporation	24332	01/30/2026	\$ 635.03
Citizens Business Bank	24333	01/30/2026	\$ 24,540.00
Coromina, Robert	24334	01/30/2026	\$ 1,776.10
Crane Pro Services	24335	01/30/2026	\$ 1,572.25
D.K.F. Solutions Group, Llc	24336	01/30/2026	\$ 500.00
Dc Frost Associates, Inc.	24337	01/30/2026	\$ 815.63
Evoqua Water Technologies Llc	24338	01/30/2026	\$ 16,450.00
Fha Services, Inc.	24339	01/30/2026	\$ 19,209.60
Granicus, Inc.	24340	01/30/2026	\$ 8,295.83
Graybar Electric Co., Inc.	24341	01/30/2026	\$ 156,243.97
Gregg, Cameron	24342	01/30/2026	\$ 100.00
Higgins, Dakota	24343	01/30/2026	\$ 100.00
Hoch Consulting	24344	01/30/2026	\$ 3,945.00
Medina, Michael	24345	01/30/2026	\$ 129.00
Ndk Chem, Inc.	24346	01/30/2026	\$ 24,323.85
Netgain Networks, Inc	24347	01/30/2026	\$ 2,100.00
Netwrix Corporation	24348	01/30/2026	\$ 1,767.15
Polydyne Inc.	24349	01/30/2026	\$ 8,304.15
Prudential Overall Supply	24350	01/30/2026	\$ 1,741.64
Quinn Company	24351	01/30/2026	\$ 1,089.49
R.I.C. Construction Co., Inc	24352	01/30/2026	\$ 29,310.00
Rotary Club Of Victorville	24353	01/30/2026	\$ 566.00
Underground Service Alert Of Southern California	24354	01/30/2026	\$ 50.00
Victor Valley Wastewater Employees Assoc	24355	01/30/2026	\$ 1,044.00
Ca Dept. Of Tax And Fee Admin.	DFT05171	01/08/2026	\$ 5,139.00
Flyers Energy, Llc	DFT05172	01/08/2026	\$ 1,989.73
Liberty Utilities	DFT05173	01/08/2026	\$ 134.03
Quadient Leasing Usa, Inc	DFT05174	01/08/2026	\$ 306.22
Southern California Edison	DFT05175	01/08/2026	\$ 866.42
Town Of Apple Valley	DFT05176	01/08/2026	\$ 609.00
State Water Resource Control Board	DFT05177	01/08/2026	\$ 75.00
Nationwide Retirement Solutions	DFT05178	01/09/2026	\$ 900.00
At&T Mobility	DFT05183	01/23/2026	\$ 218.70
Hesperia Water District	DFT05184	01/23/2026	\$ 702.26
Hesperia Water District	DFT05185	01/23/2026	\$ 866.94
Southern California Edison	DFT05186	01/23/2026	\$ 2,043.39
Southern California Edison	DFT05187	01/23/2026	\$ 23,901.30
Southern California Edison	DFT05188	01/23/2026	\$ 27,573.47
Southern California Edison	DFT05189	01/23/2026	\$ 132,993.47
Southwest Gas Company	DFT05190	01/23/2026	\$ 32.54
Southwest Gas Company	DFT05191	01/23/2026	\$ 121.91
Southwest Gas Company	DFT05192	01/23/2026	\$ 134.16
Ups	DFT05193	01/23/2026	\$ 19.02
Nationwide Retirement Solutions	DFT05194	01/23/2026	\$ 900.00
Bluetriton Brands, Inc	DFT05197	01/30/2026	\$ 1,090.67
Ca Dept. Of Tax And Fee Admin.	DFT05198	01/30/2026	\$ 467.00
Flyers Energy, Llc	DFT05199	01/30/2026	\$ 1,566.93
Southwest Gas Company	DFT05200	01/30/2026	\$ 39,298.42
State Water Resource Control Board	DFT05201	01/30/2026	\$ 11,678.00
Ups	DFT05202	01/30/2026	\$ 34.21
Enterprise Fm Trust	DFT05203	01/20/2026	\$ 14,872.11
Total EFT's and ACH			\$ 1,311,765.31

Victor Valley Wastewater Reclamation Authority
Cash Disbursement Register
From 01/1/2026 through 01/31/2026

Vendor Name	Payment #	Date	Total
Approved 	Total Checks		\$ 146,964.02
	Total EFT's and ACH		\$ 1,311,765.31
	Total Payroll - January 2026		\$ 646,646.29
		Total	<u>\$ 2,105,375.62</u>



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Agenda Item

TO: VFWRA Board of Commissioners

FROM: Darron Poulsen, General Manager

SUBMITTED BY: Kristi Casteel, Executive Assistant to the GM

DATE: 02/19/2026

SUBJECT: **Recommendation to Approve the Assistant General Manager Contract**

Attachments

AGM Contract

**EMPLOYMENT AGREEMENT BETWEEN VICTOR VALLEY WASTEWATER
RECLAMATION
AUTHORITY AND KODY TOMPKINS**

This EMPLOYMENT AGREEMENT ("Agreement") is made by and between KODY TOMPKINS ("Tompkins") and the Board of Commissioners of the VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY, a joint powers authority ("Authority"), hereinafter also referred to as "Board of Commissioners." The Parties hereto agree as follows:

Section 1. Employment.

1.1 The Authority agrees to employ Tompkins in the position of Assistant General Manager for a five (5) year term, and Tompkins agrees and does accept employment in the position of Assistant General Manager, for a five (5) year term upon the terms and conditions set forth herein.

1.2 Tompkins agrees to perform the functions and duties of the position of Assistant General Manager as specified in the job description set forth in Exhibit "A," attached hereto and incorporated herein by this reference, and any other functions or duties as may be established or directed by the Authority General Manager ("General Manager"). While performing the duties of the Assistant General Manager position, Tompkins shall be solely supervised, directed, and reviewed by the General Manager. The General Manager shall also have the To the extent that Tompkins is ever required to act in the capacity of General Manager, during such period only, he shall receive supervision, management, and direction from the Authority Board of Commissioners. Tompkins agrees to perform all functions and duties of his position with the Authority to the best of his ability and in an efficient and competent manner.

Section 2. Term of the Agreement.

2.1 This Agreement shall be for a term of Five (5) years, beginning 01/31/2026, and ending 06/30/2031. Subject to the Authority's right to terminate this Agreement and Tompkins's employment at any time pursuant to Section 3 of this Agreement, this Agreement shall automatically be renewed for subsequent one (1) year periods unless the Authority provides written notice to Tompkins no less than six (6) months prior to the expiration of the current term or an extended term that the Agreement will be terminated. Unless otherwise provided for by a subsequent written agreement between the Parties, the terms and conditions of this Agreement shall apply to any extended term of this Agreement.

2.2 Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the General Manager to terminate the services of Tompkins at any time, subject only

to the provisions set forth in this Agreement. Termination is within the sole discretion of the General Manager, and thus the General Manager need not seek the input or approval of the Board of Commissioners prior to making such a decision.

2.3 Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Tompkins to resign at any time from his position with the Authority, subject only to the provisions set forth in this Agreement.

2.4 Tompkins agrees to remain in the exclusive employment of the Authority during the term of this Agreement, and he shall neither accept other employment nor become employed by any other person, business, or organization during the term of this Agreement. As used in this section, the term "employed" shall not be construed to include occasional teaching, writing, or consulting on Tompkins' time off, which may be undertaken by Tompkins with the express written consent of the General Manager.

2.5 Except as otherwise specified herein, Tompkins is subject to the Authority's Personnel Rules and Regulations. In the event of a conflict between this Agreement and the Personnel Rules and Regulations, the terms of this Agreement shall control.

Section 3. Termination and Severance Pay.

3.1 Tompkins serves at the will and pleasure of the General Manager and may be terminated with or without cause at any time. Consequently, nothing in this Agreement shall in any way affect General Manager's right to terminate the employment of Tompkins and this Agreement on an at-will basis, with or without cause, at any time, as provided herein.

3.2 In the event Tompkins' employment and this Agreement are terminated without cause, Authority agrees to provide Tompkins with severance pay as a lump sum cash payment equal to nine (9) months' base salary, including any annual adjustment, less deductions required by law. Also, in addition to the lump sum payment, Authority shall provide for continuance of the Authority portion of Tompkins' health insurance benefits provided herein for nine (9) months from and after the date of termination or until Tompkins finds other employment, whichever occurs first.

3.3 In the event Tompkins is terminated for cause, Tompkins shall not be entitled to any severance pay or continued benefits. Termination for cause is defined as follows:

- (a) A willful breach of this Agreement.
- (b) Habitual neglect of duties required to be performed under this Agreement.
- (c) Any acts of dishonesty, fraud, misrepresentation, or other acts of moral turpitude.
- (d) Refusal or failure to act in accordance with any specific written directive or order of the General Manager.

3.4 In the event that Tompkins is terminated for cause, Tompkins will be presented with written notice of the basis for said cause. Upon receipt of said written notice, Tompkins, within five (5) business days, may request a hearing before the Authority Board of Commissioners. The issue at the hearing shall be limited solely to whether or not there is sufficient evidence to support a finding of termination for cause such that Tompkins would not be entitled to any severance pay and benefits. Under no circumstances shall Tompkins be entitled to reinstatement as a result of such hearing.

3.5 Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Tompkins to voluntarily resign at any time from his position with Authority, subject only to the provisions set forth in this Agreement. In the event Tompkins desires to resign from his position with Authority voluntarily, Tompkins shall provide General Manager thirty (30) days' notice in advance, unless the Parties agree otherwise. In the event Tompkins voluntarily resigns, he shall not be entitled to any severance pay or benefits, the Authority shall pay Tompkins for all accrued benefits under the same terms and conditions applicable to Authority employees generally.

3.6 Notwithstanding any other provision herein, in accordance with Government Code Section 53260, the cash payment that Tompkins may receive in the event of the termination of this Agreement, as set forth in Section 3.2 above, shall not exceed an amount equal to the monthly base salary of Tompkins multiplied by the number of months left on the unexpired term of this Agreement.

Section 4. Salary and Expenses.

4.1 Authority agrees to pay Tompkins for his services rendered an annual base salary of Two Hundred and Fifty Thousand Dollars (\$250,000), \$20,833.33 monthly in installments at the same time as other employees of the Authority are paid, commencing **01/31/2026**. Tompkins's base salary shall be increased annually beginning on July 1, 2026, by the same percentage increase published as the calendar year average Consumer Price Index data reported in January for All Urban Consumers in the Ontario, San Bernardino, and Riverside area.

4.2 Except for the use of his personal vehicle for the performance of his duties, for which a vehicle allowance is provided under Section 5.8 of this Agreement, Authority shall reimburse Tompkins within its budget and upon approval of the General Manager for all actual and necessary expenses incurred in connection with the performance of his official duties. Tompkins agrees to maintain and submit accurate records of all expenses for which reimbursement is claimed.

Section 5. Benefits.

5.1 Tompkins' vacation accrual rate shall be calculated based on the total service credit of years Tompkins has been active in CalPERS, in accordance with and subject to Authority employee guidelines and policies.

5.2 Tompkins shall accrue paid administrative leave at a rate of two (2) weeks per year, commencing on **01/31/2026**. Tompkins may use administrative leave for personal business and/or other personal reasons. Notwithstanding the above, administrative leave is subject to a maximum accrual cap of four (4) weeks. Any excess administrative leave not used by the end of business on December 1 will automatically be cashed out at Tompkins then current base salary rate. Upon separation from employment, unused accrued administrative leave shall be paid at the Assistant General Manager's then-current base salary rate.

5.3 Authority agrees to provide for participation in and pay all Employer and Employee contributions in the California Public Employees Retirement System (PERS) are described as 2.5% at 55, not integrated with Social Security, or, if unavailable, an equivalent retirement program.

- a) In addition, and except as provided hereinafter, the Authority will match Tompkins' contributions to a 457(b) deferred compensation plan, sponsored by the Authority, up to an amount equal to fifty percent (50%) of the maximum contribution limitations, subject to limitations on the contributions under section 457(b) of the Internal Revenue Code. The said contribution shall be deposited into Tompkins's designated deferred compensation account, administered by the Authority for all employees, during each pay period.
- b) The Authority shall make an annual contribution equal to five percent (5%) of Tompkins' base salary to a 401(a) defined contribution retirement plan sponsored by the Authority. In the event Tompkins separates from service for any reason, including retirement, prior to the date the annual contribution is processed, the Authority shall make a prorated contribution within thirty (30) days of separation, calculated from January 1 of that year through the final date of employment. Such contribution shall be made annually, not exceed applicable state or federal contribution limits, and shall not be considered pensionable compensation for CalPERS purposes.

5.4 Authority agrees to keep in force and to pay the total amount of the premium payments for Tompkins for health insurance policies covering Tompkins and his dependents. Authority agrees to purchase and to pay the required premium on a term life insurance policy in an amount equal to 2.5 times Tompkins's annual salary. Authority also agrees to purchase and to pay the required premium on short-term and long-term disability insurance, the same as are provided to all general employees of Authority under Authority's Personnel Rules and Regulations. If required by the insurance provider, Tompkins agrees to submit once per calendar year to a complete physical examination

by a qualified physician of his choice, the cost of which shall be paid by the Authority. Authority agrees to maintain Tompkins's medical records in confidence.

5.5 To the extent the Authority's approved annual budget designates sufficient funds for the purposes identified in this section, the Authority agrees to pay for the professional dues and subscriptions necessary for Tompkins continued and full participation in national, state, regional and local associations, and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of Authority.

5.6 Civic and Professional Organization Membership subject to the availability of appropriated funds and approval of the General Manager, the Authority shall pay for or reimburse reasonable dues and membership fees for the Assistant General Manager's participation in civic, professional, and community organizations where such participation serves a legitimate Authority purpose, enhances regional relationships, or supports the Assistant General Manager's professional development. Memberships shall be directly related to the Assistant General Manager's role and responsibilities, shall not be of a personal or political nature, and shall comply with all applicable laws, ethics requirements, and Authority policies.

5.7 To the extent Authority's approved annual budget designates sufficient funds for the following purposes, Authority agrees to pay registration fees and travel subsistence expenses of Tompkins for professional and official travel, meetings, and occasions adequate to continue the professional development of Tompkins and to adequately pursue necessary official business and other functions for Authority. Upon the prior approval of the General Manager, Authority also agrees to pay for related tuition, fees, and travel and subsistence expenses of Tompkins for educational degree programs, short courses, institutes, and seminars that are necessary for his professional development and the good of Authority.

5.8 Other Leave. Tompkins shall accrue sick leave and shall be provided with holiday leave and bereavement leave as are provided to other employees of the Authority under the Authority's Personnel Rules and Regulations.

5.9 Upon separation from employment for any reason, the Authority shall pay Tompkins for all accrued but unused vacation, administrative leave, sick, and any other accrued leave eligible for payout under this Agreement or applicable Authority policy. The Authority agrees that Tompkins shall be entitled to participate fully in any sick leave buy-back, conversion, or payout program available to executive or management employees.

5.10 Tompkins shall provide his own vehicle to be used in the performance of his duties, and Authority shall provide an automobile allowance of six hundred

dollars (\$600.00) per month for said use unless the General Manager chooses to allow the use of an Authority vehicle. Tompkins shall be responsible for paying for liability insurance as required by State law, fuel, maintenance, repair of his vehicle, and other costs associated with the ownership and use of his own personal vehicle.

5.11 Tompkins shall receive a technology allowance of one hundred dollars (\$100) per month. It is understood that this technology allowance may be subject to state and federal withholdings.

Section 6. Performance Evaluation.

Authority shall review and evaluate the performance of Tompkins each year within thirty (30) days prior to this Agreement's anniversary date or as close to such date as possible. Said review and evaluation shall be conducted by the General Manager. The evaluation process shall include, but not be limited to, the use of "360 evaluations." With a positive evaluation and, at the discretion of the General Manager, Tompkins may be eligible for an annual one-time lump sum payment, and/or additional vacation or personal time off.

Section 7. Bonding.

Authority shall bear the full costs of any fidelity or other bonds required of Tompkins under any law or ordinance.

Section 8. General Provisions.

8.1 This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the employment of Tompkins by Authority and contains all of the covenants and agreements between the parties with respect to the employment of Tompkins by Authority.

8.2 Each party agrees and acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.

8.3 Any modification of this Agreement will be effective only if made in writing and signed by both Tompkins and Authority.

8.4 If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall

nevertheless continue in full force and effect without being impaired or invalidated in any way.

8.5 This Agreement shall be governed by and construed in accordance with the law of the State of California. This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible for any particular language in this Agreement.

8.6 Tompkins acknowledges that he has had the opportunity to consult legal counsel in regard to this Agreement, that he has read and understands this Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement.

By: _____
Kody Tompkins

VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY,

By: _____
Darron Poulsen, General Manager

APPROVED AS TO FORM:

By: _____
General Counsel, VVWRA for Best & Krieger
LLP



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Staff Report

TO: VVWRA Board of Commissioners

FROM: Darron Poulsen, General Manager

SUBMITTED BY: Kody Tompkins, Director of Operations & Maintenance

DATE: 02/19/2026

SUBJECT: **Recommendation to authorize the General Manager to approve the purchase of new headworks equipment, using the formal bidding process, from JWC Environmental for an amount not to exceed \$1,000,000.**

Fiscal Impact Yes

Account Code: 01-02-000-9000-9999-R173 (\$800,000) & 09-02-000-9000-9999-R173 (\$200,000)

Funds Budgeted/ Approved: Yes

STAFF RECOMMENDATION

Recommendation to authorize the general manager to approve the purchase of new headworks equipment, using the formal bidding process, from JWC Environmental for an amount not to exceed \$1,000,000.

PREVIOUS ACTION(S)

N/A

BACKGROUND INFORMATION

The need to replace VVWRA's headworks equipment is both operationally urgent and strategically important. The current screening systems were last upgraded in 1998, meaning they have been in service for more than a quarter of a century. After 26 years of continuous exposure to high flows, corrosive environments, and increasingly challenging debris loads, the equipment has reached the end of its reliable service life. Aging components, frequent mechanical issues, and declining screening efficiency now pose a measurable risk to plant operations, staff safety, and downstream infrastructure.

Failure of the headworks screening system presents a heightened operational and regulatory risk, as inadequate removal of debris increases the likelihood of pump damage, process upsets, unplanned outages, and emergency repairs. These conditions also elevate safety risks for staff who must perform manual interventions and increase the potential for permit compliance issues if downstream processes are disrupted.

Modernizing the headworks is essential to protecting the entire treatment process. Today's wastewater stream contains far more wipes, plastics, and non-biodegradable materials than it did in the late 1990s. The existing screens were not designed for these conditions, resulting in more frequent clogs, higher

maintenance demands, and increased wear on pumps and other downstream assets. New screening technology offers significantly higher capture efficiency, automated cleaning, and integrated washing and compaction systems that reduce odors, improve screenings handling, and lower hauling costs. These improvements directly support operational stability and cost-effective plant management.

Upgrading this equipment also aligns with VVWRA's long-term strategic goals for reliability, regulatory compliance, and responsible asset stewardship. Modern stainless steel construction and corrosion-resistant components extend equipment life and reduce lifecycle costs, while advanced controls improve automation and reduce operator burden. By replacing technology that has been in service since 1998 with proven, high-performance systems, VVWRA strengthens its ability to meet current and future demands, safeguard critical infrastructure, and continue providing dependable service to the region.

This investment is consistent with the adopted budget and supports reduced maintenance labor, lower emergency repair risk, and protection of downstream treatment assets. Based on the RFQ evaluation, JWC Environmental's equipment met all required specifications and provided the best overall value to the Authority when considering performance, lifecycle reliability, and operational compatibility. (Exhibit 1)

VVWRA is asking to proceed with the purchase of the new headworks equipment through the RFQ process outlined in the Authority's procurement policy. This method is specifically designed for acquisitions in which the required equipment is clearly defined, competitively available, and can be evaluated primarily on price, compliance, and demonstrated performance. Because JWC Environmental's equipment meets the technical specifications, operational needs, and compatibility requirements established by VVWRA, the RFQ process provides a transparent and compliant pathway for obtaining formal pricing and confirming best value. By following this policy-mandated procedure, VVWRA ensures fairness, accountability, and adherence to public procurement standards while securing the equipment necessary to support reliable plant operations. The purchase of this equipment is fully funded within the approved FY 2025--26 Capital Improvement Program, and no additional appropriations are required.

This recommendation is to authorize the general manager to approve the purchase of new headworks equipment, using the formal bidding process, from JWC Environmental for an amount not to exceed \$1,000,000.

Attachments

Exhibit 1- JWC Quote



Quote #

72375RevB

JWC Environmental
2850 S. Red Hill Ave Suite 125
Santa Ana, CA 92705 USA
Fax: 714.242.0240

Page: 1

Please address Purchase Orders to:

JWC Environmental
2850 S. Red Hill Ave Suite 125
Santa Ana, CA 92705 USA
Fax: 714.242.0240

To The Bidding Contractor

Rep
PhoneMisco Southwest
949-458-5555

We thank you for your inquiry and are pleased to quote pricing and delivery on the equipment listed below. This quotation is subject to terms and conditions listed on the JWC Environmental "Terms and Conditions" page, and in Clarifications and Exclusions listed below.

All orders will be billed the applicable sales tax, based on the "ship to address", unless a valid tax exemption certificate is provided prior to shipment.

Project	Victorville, CA - Victor Valley WRA	Bid Date	02/04/2026
Quote Date	02/02/2026	FOB	Origin
Submittals	8 weeks after receipt of order	Expire Date	04/02/2026
Ship Equipment	16 weeks after approval/release	Terms	Net 30 Days
Consulting Engineer			
Spec. Section			

LINE ITEMS

Line No	Qty	Part/Description
1	3	Screen Assembly MFS (Monster FineScreen) Traveling FineScreen system suitable for handling up to 15 mgd in a channel 36" wide X 66" deep. Scope of supply to include: * Traveling screen at 65deg with stainless steel 6mm perforated 1/8" thick, TEFC 460v/3ph/60Hz main motor (1750 rpm) and reducer, TEFC 460v/3ph/60Hz brush motor and reducer, 200mm pitch main chains with a breaking load of 15,000 lbf ea, spray piping with nozzles, wash-water valves, rotating brush, totally enclosed head structure, screenings discharge chute to a sluice, all splash and safety guards, assembly fasteners, 316 stainless steel general construction. * Remote station, NEMA 4X rated enclosure with hand/off/auto switch, forward/off/reverse switch and e-stop push button. * Radar level sensors * Advance pivot frame
2	1	MONSTER WASH PRESS - 18" GRINDER MWP3018 Monster Wash Press System suitable for handling up to 78 ft ³ /hr of screenings material as delivered by an intermittent-feed, open channel screen system. Scope of supply to include: * 316 stainless steel inlet hopper with inspection cover * Spray wash with manual & explosion-proof solenoid valves (recommended wash water supply: 45gpm minimum 40 psi in 1" line) * 316 stainless steel tank with 6mm perforated screen, alloy steel paddle spiral rotor with nylon brush, discharge elbow, tapered discharge tube, spray wash assembly with manual & explosion-proof solenoid valves, qty. 2 - 4" NPT liquid drain connections, 123.3:1 right-angled speed reducer, 5 hp TEFC 460v/3ph/60Hz electric motor coated with green epoxy paint. * 30006-0018 Muffin Monster with 18" cutter stack using 7-tooth cam cutters in alloy steel, tungsten carbide mechanical seals with BUNA-N elastomers rated for 150 psi, green epoxy-coated gray iron end housings & scraper side rails, 29:1 speed reducer and 10hp TEFC 460v/3ph/60Hz electric motor. * Remote station, NEMA 4X rated enclosure with hand/off/auto switch, forward/off/reverse switch and e-stop push button.



Quote #

3 1

72375RevB

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PC2510 Motor Controller

PC2510 Controller suitable for controlling this system. Scope of supply to include:

* 316 Stainless steel enclosure (rated NEMA 4X) accepting 460v/3ph/60Hz input power, including a magnetic motor starter for screens, screen brushes, grinder, and compactor, jam-sensing current transformers for all motors, ethernet switch, panel heater, air conditioner, an Allen-Bradley CompactLogix PLC, and a PanelView Plus Bigger operator interface terminal.

4 1

Sluiceway Assembly

11" wide, 12ga. U-trough with covers and support stands as required, 316 stainless steel general construction.

* Approximately 28' in length

5 1

O&M MANUALS

Consisting of the following:

One (1) physical copy

One (1) digital copy

6 1

Shipping & Handling

7 1

Start Up

Price \$897,942.00

Comments

1. See attached standard JWC Terms and Conditions of Purchase.
2. Standard one year limited warranty is included.
3. Field start-up services and O&M training; 3 days on 2 trips by factory representative.
4. Anchor bolts are to be provided by others and are to be appropriate to the physical conditions and equipment.
5. If the cost to JWC of performing its obligations under the contract and/or the time for performance shall be increased after the date of issuance of quotation by reason of enactment or amendment of any law, order, regulation or by-law having the force of law, inclusive of tariffs, the amount of such increase shall be added to the quoted contract price and/or quoted delivery date adjusted accordingly.

Clarifications and Exceptions

1. Unless specifically stated above, this quotation does not include installation, bonds, sales taxes, use taxes, disconnect switches, anchor bolts, hydraulic fluid, mounting frames, guide rails, field wiring, spare parts, or special tools.
2. Subject to attached JWC Environmental Standard Terms and Conditions of Sale.
3. All quotes on orders over \$250,000 include milestone payments of 30% on Approved Submittals; 70% on Shipment.



JWC Environmental
2850 S. Red Hill Ave Suite 125
Santa Ana, CA 92705 USA
Fax: 714.242.0240

Page: 3

**JWC ENVIRONMENTAL
TERMS AND CONDITIONS OF SALE**

Unless otherwise specifically agreed to in writing by the buyer ("Buyer") of the products and or related services purchased hereunder (the "Products") and JWC Environmental (the "Seller"), the sale of the Products is made only upon the following terms and conditions. Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is conditioned on Buyer's assent to these terms. Seller rejects all additional, conditional and different terms in Buyer's form or documents.

PAYMENT TERMS

Subject to any contrary terms set forth in our price quotation, order acceptance or invoice the full net amount of each invoice is due and payable in cash within 30 days from the date of the invoice. If any payment is not received within such 30-day period, Buyer shall pay Seller the lesser of 1 ½% per month or the maximum legal rate on all amounts not received by the due date of the invoice, from the 31st day after the date of invoice until said invoice and charges are paid in full. Unless Seller's documents provide otherwise, freight, storage, insurance and all taxes, duties or other governmental charges related to the Products shall be paid by the Buyer. If Seller is required to pay any such charges, Buyer shall immediately reimburse Seller for said charges. In all cases, regardless of partial payment, title to the Products shall remain the Seller's until payment for the Products has been made in full. All orders are subject to credit approval by Seller. All offers by Seller and/or acceptance of Buyer's order shall be nullified by any failure of Buyer to obtain credit approval. Furthermore, Buyer shall not assert any claim against Seller due to Buyer's inability to obtain credit approval. Irrevocable Letter of Credit from Buyer in form and term acceptable to Seller is required for Product orders delivered outside the United States of America

DELIVERY

Unless otherwise provided in our price quotation, delivery of the Products shall be made F.O.B. place of manufacture. Any shipment, delivery, installation or service dates quoted by the Seller are estimated and the Seller shall be obligated only to use reasonable efforts to meet such dates. The Seller shall in no event be liable for any delays in delivery or failure to give notice of delay or for any other failure to perform hereunder due to causes beyond the reasonable control of the Seller. Such causes shall include, but not be limited to, acts of God, the elements, acts or omissions of manufacturers or suppliers of the Products or parts thereof, acts or omissions of Buyer or civil and military authorities, fires, labor disputes or any other inability to obtain the Products, parts thereof, or necessary power, labor, materials or supplies. The Seller will be entitled to refuse to make, or to delay, any shipments of the Products if Buyer shall fail to pay when due any amount owed by it to the Seller, whether under this or any other contract between the Seller and Buyer. Any claims for shortages must be made to the Company in writing within five calendar days from the delivery date and disposition of the claim is solely subject to Seller's determination

PRICES

Prices of the Seller's Products are subject to change without notice. Quotations are conditioned upon acceptance within 30 days unless otherwise stated and are subject to correction for errors and/or omissions. Prices include charges for regular packaging but, unless expressly stated, do not include charges for special requirements of government or other purchaser. Prices are subject to adjustment should Buyer place an order past the validity period of the quotation or delay delivery of Products beyond the quoted lead time for any reason.

RETURNS

No Products may be returned for cash. No Product may be returned for credit after delivery to Buyer without Buyer first receiving written permission from the Seller. Buyer must make a request for return of Product in writing to Seller at its place of business in Costa Mesa, California. A return material authorization number must be issued by the Seller to the Buyer before a Product may be returned. Permission to return Product to Seller by Buyer is solely and exclusively the Seller's. Product must be returned to Seller at Buyer's expense, including packaging, insurance, transportation and any governmental fees. Any credit for Product returned to Seller shall be subject to the inspection of and acceptance of the Product by the Seller and is at the sole discretion of the Seller.

LIMITED WARRANTY

Subject to the terms and conditions hereof, the Seller warrants until one year after commissioning (written notification to Seller by Buyer required) of the Product or until 18 months after delivery of such Product to Buyer, whichever is earlier, that each Product will be free of defects in material and workmanship. If (a) the Seller receives written notification of such defect during the warranty period and the defective Products use is discontinued promptly upon discovery of alleged defect, and (b) if the owner ("Owner") forwards the Product to the Seller's nearest service/repair facility, transportation and related insurance charges prepaid. The Seller will cause any Products whose defect is covered under this warranty to either be replaced or be repaired at no cost to the Owner. The foregoing warranty does not cover repairs required due to repair or alteration other than by the Seller's personnel, accident, neglect, misuse, transportation or causes other than ordinary use and maintenance in accordance with the Seller's instructions and specifications. In addition, the foregoing warranty does not cover any Products, or components thereof, which are not directly manufactured by the Seller. To the extent a warranty for repair or replacement of such Products or components not manufactured directly by the Seller is available to Buyer under agreements of the Seller with its vendors; the Seller will make such warranties available to Buyer. Costs of transportation of any covered defective item to and from the nearest service/repair center and related insurance will be paid or reimbursed by Buyer. Any replaced Products will become the property of the Seller. Any replacement Products will be warranted only for any remaining term of the original limited warranty period and not beyond that term.

DISCLAIMER OF WARRANTIES AND LIMITATIONS OF LIABILITIES

THE SELLER'S FOREGOING LIMITED WARRANTY IS THE EXCLUSIVE AND ONLY WARRANTY WITH RESPECT TO THE PRODUCTS AND SHALL BE IN LIEU OF ALL OTHER WARRANTIES (OTHER THAN THE WARRANTY OF TITLE), EXPRESS, STATUTORY OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY STATEMENTS MADE BY EMPLOYEES, AGENTS OF THE SELLER OR OTHERS REGARDING THE PRODUCTS. THE OBLIGATIONS OF THE SELLER UNDER THE FOREGOING WARRANTY SHALL BE FULLY SATISFIED BY THE REPAIR OR THE REPLACEMENT OF THE DEFECTIVE PRODUCT OR PART, AS PROVIDED ABOVE. IN NO EVENT SHALL THE SELLER BE LIABLE FOR LOST PROFITS OR OTHER SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, EVEN IF THE SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE TOTAL LIABILITY OF THE SELLER TO BUYER AND OTHERS ARISING FROM ANY CAUSE WHATSOEVER IN CONNECTION WITH BUYER'S PURCHASE, USE AND DISPOSITION OF ANY PRODUCT COVERED HEREBY SHALL, UNDER NO CIRCUMSTANCES, EXCEED THE PURCHASE PRICE PAID FOR THE PRODUCT BY BUYER. NO ACTION, REGARDLESS OF FORM, ARISING FROM THIS AGREEMENT OR BASED UPON BUYER'S PURCHASE, USE OR DISPOSITION OF THE PRODUCTS MAY BE BROUGHT BY EITHER PARTY MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION ACCRUES, EXCEPT THAT ANY CAUSE OF ACTION FOR THE NONPAYMENT OF THE PURCHASE PRICE MAY BE BROUGHT AT ANY TIME

The remedies provided to Buyer pursuant to the limited warranty, disclaimer of warranties and limitations of liabilities, described herein are the sole and exclusive remedies.

Unless specifically agreed to in writing by the Seller, no charges may be made to the Seller by Buyer or any third party employed by buyer for removing, installing or modifying any Product.

The Seller and its representatives may furnish, at no additional expense, data and engineering services relating to the application, installation, maintenance or use of the Products by Buyer. The Seller will not be responsible for, and does not assume any liability whatsoever for, damages of any kind sustained either directly or indirectly by any person through the adoption or use of such data or engineering services in whole or in part.

CONFIDENTIAL INFORMATION

Except with the Seller's prior written consent, Buyer shall not use, duplicate or disclose any confidential proprietary information delivered or disclosed by the Seller to Buyer for any purpose other than for operation or maintenance of the Products.

CANCELLATION AND DEFAULT

Absolutely no credit will be allowed for any change or cancellation of an order for Products by Buyer after fabrication of the Products to fill Buyer's order has been commenced. If Buyer shall default in paying for any Products purchased hereunder, Buyer shall be responsible for all reasonable costs and expenses, including (without limitation) attorney's fees incurred by the Seller in collecting any sums owed by Buyer. All rights and remedies to the Seller hereunder or under applicable laws are cumulative and none of them shall be exclusive of any other right to remedy. No failure by the Seller to enforce any right or remedy hereunder shall be deemed to be a waiver of such right or remedy, unless a written waiver is signed by an authorized management employee of the Seller and the Seller's waiver of a breach of this agreement by Buyer shall not be deemed to be a waiver of any other breach of the same or any other provision.

CHANGES IN PRODUCTS

Changes may be made in materials, designs and specifications of the Products without notice. The Seller shall not incur any obligation to furnish or install any such changes or modifications on Products previously ordered by, or sold to, Buyer.

APPLICABLE LAW, RESOLUTION OF DISPUTES AND SEVERABILITY

This agreement is entered into in Costa Mesa, California. This agreement and performance by the parties hereunder shall be construed in accordance with, and governed by, the laws of the State of California. Any claim or dispute arising from or based upon this agreement or the Products which form its subject matter shall be resolved by binding arbitration before the American Arbitration Association in Los Angeles, California, pursuant to the Commercial Arbitration Rules, excepting only that each of the parties shall be entitled to take no more than two depositions, and serve no more than 30 interrogatories, 10 requests for admissions and 20 individual requests for production of documents, such discovery to be served pursuant to the California Code of Civil Procedure. Any award made by the arbitrator may be entered as a final judgment, in any court having jurisdiction to do so. If any provision of this agreement shall be held by a court of competent jurisdiction or an arbitrator to be unenforceable to any extent, that provision shall be enforced to the full extent permitted by law and the remaining provisions shall remain in full force and effect.

ASSIGNMENT

This agreement shall be binding upon the parties and their respective successors and assigns. However, except for rights expressly provided to subsequent Owners of the Products under "Limited Warranty" above, any assignment of this agreement or any rights hereunder by Buyer shall be void without the Company's written consent first obtained. Any exercise of rights by an Owner other than Buyer shall be subject to all of the limitations on liability and other related terms and conditions set forth in this agreement.



Quote #

72375RevB

JWC Environmental
2850 S. Red Hill Ave Suite 125
Santa Ana, CA 92705 USA
Fax: 714.242.0240

Page: 4

EXCLUSIVE TERMS AND CONDITIONS

The terms and conditions of this agreement may be changed or modified only by an instrument in writing signed by an authorized management employee of the Seller. This instrument, together with any amendment or supplement hereto specifically agreed to in writing by an authorized management employee of the Seller, contains the entire and the only agreement between the parties with respect to the sale of the Products covered hereby and supersedes any alleged related representation, promise or condition not specifically incorporated herein.

SELLER'S PRODUCTS ARE OFFERED FOR SALE AND SOLD ONLY ON THE TERMS AND CONDITIONS CONTAINED HEREIN. NOTWITHSTANDING ANY DIFFERENT OR ADDITIONAL TERMS OR CONDITIONS CONTAINED IN BUYER'S SEPARATE PURCHASE ORDERS OR OTHER ORAL OR WRITTEN COMMUNICATION, BUYER'S ORDER IS OR SHALL BE ACCEPTED BY THE COMPANY ONLY ON THE CONDITION THAT BUYER ACCEPTS AND CONSENTS TO THE TERMS AND CONDITIONS CONTAINED HEREIN. IN THE ABSENCE OF BUYER'S ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREIN THE SELLER'S COMMENCEMENT OF PERFORMANCE AND/OR DELIVERY OF THE PRODUCTS, OR THE SELLER'S STATEMENT OF ACKNOWLEDGMENT OF THE RECEIPT OF BUYER'S PURCHASE ORDER, SHALL BE FOR BUYER'S CONVENIENCE ONLY AND SHALL NOT BE DEEMED OR CONSTRUED TO BE ACCEPTANCE OF BUYER'S DIFFERING TERMS OR CONDITIONS, OR ANY OF THEM. ANY DIFFERENT OR ADDITIONAL TERMS ARE HEREBY REJECTED UNLESS SPECIFICALLY AGREED UPON IN WRITING BY AN AUTHORIZED MANAGEMENT EMPLOYEE OF THE SELLER. IF A CONTRACT IS NOT EARLIER FORMED BY MUTUAL AGREEMENT IN WRITING, BUYER'S ACCEPTANCE OF ANY PRODUCTS COVERED HEREBY SHALL BE DEEMED ACCEPTANCE OF ALL OF THE TERMS AND CONDITIONS STATED HEREIN. THE SELLER'S FAILURE TO OBJECT TO PROVISIONS INCONSISTENT HERewith CONTAINED IN ANY COMMUNICATION FROM BUYER SHALL NOT BE DEEMED A WAIVER OF THE PROVISIONS CONTAINED HEREIN. =

F360JWCE0107



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Staff Report

TO: VVWRA Board of Commissioners

FROM: Darron Poulsen, General Manager

SUBMITTED BY: Latif Laari, Environmental Compliance Manager

DATE: 02/19/2026

SUBJECT: **Recommendation to approve a change order for the replacement of electrical metering equipment and removal of obsolete switchboard components to complete the Regional Plant Emergency Generators Controls Upgrade, in a total amount not to exceed \$60,724.00.**

Fiscal Impact Yes

Account Code: 01-02-000-9000-9999-R174

Funds Budgeted/ Approved: Yes

STAFF RECOMMENDATION

It is recommended that the Board of Commissioners approve a change order in an amount not to exceed \$60,724 (**Exhibit 1**) for the replacement of electrical metering equipment and removal of obsolete switchboard components necessary to complete the Regional Plant Emergency Generator Controls Upgrade Project.

PREVIOUS ACTION(S)

October 24, 2022: Award of the Regional Plant Emergency Power Project Study to Carollo.

February 20, 2025: Award of the Graybar Electric contract for the Regional Plant Emergency Generators Controls Upgrade.

January 29, 2026: Approval of Change Order No. 1 -- Generator Rentals.

BACKGROUND INFORMATION

Following the successful substantial completion of the **Regional Plant Emergency Generator Controls Upgrade** in December 2025, staff are moving to address critical infrastructure needs within the same switchgear lineup. By integrating these necessary repairs now, the facility can leverage the existing project's momentum and expertise while minimizing operational downtime.

Project Scope & Necessity

The proposed work focuses on two primary deficiencies identified during the recent Regional Plant Emergency Generator Controls Upgrade: (**Exhibit 2**)

- **Metering Modernization:** The current GE PQM-II Power Quality Meter is obsolete and discontinued. It must be replaced with modern and supported equipment to ensure reliable power monitoring and compliance with current electrical standards.
- **Decommissioned Component Removal:** Several non-functional selector switches remain in the switchboard. Removing these obsolete parts and installing proper cover plates will eliminate

potential safety hazards and improve the integrity of the electrical system.

Strategic Benefits:

To maximize efficiency, staff recommends utilizing the same vendor (Graybar & Shneider Electric), design team, and cooperative purchasing agreement established for the generator project. This "piggyback" approach offers several advantages:

- **Cost Savings:** Eliminates duplicate mobilization fees and administrative overhead.
- **Operational Continuity:** Synchronizes work to reduce the frequency and duration of planned outages.
- **Design Consistency:** Ensures seamless integration with the newly installed generator controls.

It is recommended that the Board of Commissioners approve a change order in an amount not to exceed \$60,724 (Exhibit 1) for the replacement of electrical metering equipment and removal of obsolete switchboard components necessary to complete the Regional Plant Emergency Generator Controls Upgrade Project.

Attachments

Exhibit 1: Quote

Exhibit 2- Metering Upgrades Details



1370 VALLEY VISTA DR STE 100
DIAMOND BAR CA 91765-3921
Phone: 909-451-4300
Fax: 909-451-4699

To: Victor Valley WWRA
20111 SHAY ROAD
VICTORVILLE CA 92394-8539
Attn: Derek Evans
Phone: 760-948-9849
Email: ap@vwwra.com
Fax: 760-948-9897

Date: 01/12/2026
Project Name:
GB Quote #: 2001357865
Purchase Order Nbr:
Release Nbr:
Additional Ref#:
Revision Nbr:
Valid From: 01/12/2026
Valid To: 02/11/2026
Contact: Jon P Sedlacek
Email: Jon.Sedlacek@graybar.com

Proposal

We appreciate your request and take pleasure in responding as follows

Notes: **PER SCHNEIDER:**
Proposal Number: P-251215-5722234
Quote Number: Q-6570144

Work shall be invoiced on the following Progress Invoicing Milestones per Milestone listed below.

- Milestone 1: Engineering = 20%
- Milestone 2: Materials/Long Lead Items = 30%
- Milestone 3: Installation, Testing and Training = 40%
- Milestone 4: As-builts drawings = 10%

Item	ItemType	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100		1		EXISTING METER REMOVAL & REPLACEMENT		\$46,462.50	1	\$46,462.50

GB Part#:VENDOR LABOR TAX

Item Note: * Milestone 1 \$9292.50 * Milestone 2 \$13938.75 * Milestone 3 \$18585.00 * Milestone 4 \$4646.25

200		1		ADDER AFTERHOURS COST	* afterhours/We ekend Saturday	\$9,375.00	1	\$9,375.00
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GB Part#:VENDOR LABOR TAX

Total in USD (Tax not included): \$55,837.50

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To: Victor Valley WWRA
20111 SHAY ROAD
VICTORVILLE CA 92394-8539
Attn: Derek Evans

Date: 01/12/2026
Project Name:
GB Quote #: 2001357865

Proposal

We appreciate your request and take pleasure in responding as follows

Item	ItemType	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
------	----------	----------	----------	-------------	-------------	-------	------	-----------

Signed:_____

This Graybar quote is based on the terms of sale in the EV2370 Master Agreement which can be found by clicking the link found at https://www.omniapartners.com/suppliers-files/E-J/Graybar/Contract_Documents/EV2370/EV2370_Graybar_MAD_2017_12_20.pdf



Metering Upgrades

Proposal for Victor Valley WWTP

Prepared By:
Vikhash Karthik
Schneider Electric

Customer Information:
Victor Valley WWTP

Proposal Number: P-251215-5722234
Quote Number: Q-6570144

Location: Victorville, CA

Date: 1/12/2026
Proposal Rev Number: 0

Sales Representative:
David Woodfin
US Services Consulting BDM
david.woodfin@se.com

Life Is On

Schneider
Electric



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1.0 Client Objective

Victor Valley Water Reclamation Facility (VWVRF) intends to replace existing electrical metering equipment with updated, reliable, and accurate meters to support facility monitoring, operational efficiency, and long-term maintainability. The objective of this project is to safely remove and replace existing meters and install new metering equipment in accordance with applicable electrical standards and customer requirements.

2.0 Scope of Work

Schneider Electric will provide all labor, materials, equipment, and technical expertise required to complete the electrical meter replacement, selector switch replacement, and system training services for the Victor Valley Water Reclamation Facility, as defined in this proposal.

2.1 Existing Meter Removal & Replacement

The scope of work includes the removal and replacement of the following **existing electrical meter**:

- **Existing Meter:** GE PQM-II Power Quality Meter
- **Replacement Meter:** SEL-735 Power Quality and Revenue Meter

The work includes, but is not limited to:

- De-energized removal of the existing GE PQM-II meter
- Supply and installation of the SEL-735 Power Quality and Revenue Meter
- Reuse of existing CT and PT circuits unless otherwise noted
- Termination of voltage, current, and control wiring
- Installation of the SEL-735 meter for site electrical bus metering as shown on new provided drawings
- Proper mounting and verification of installed equipment
- Point-to-point wiring verification associated with the meter replacement

NOTE: The part number provided to SE for the SEL-735 meter by customer (735#JENJ) is obsolete and SE is proposing the new part number as a replacement.

2.2 Meter Configuration & Functional Verification

- Configuration of the SEL-735 meter to match required electrical parameters
- Verification of voltage, current, phase rotation, scaling, and polarity

This scope does **not** include SCADA, EMS, historian, or third-party system integration unless explicitly stated elsewhere in this proposal.



2.3 Removal of Decommissioned Switches on the Switchboard Door

In conjunction with the meter replacement activities, Schneider Electric's field service team will:

- Remove decommissioned selector switches on the switchboard
- Supply and install cover plates as specified

The components to be removed as part of this scope of work are identified and documented in **Section 9 – Image Attachments**, which includes image references of the existing equipment scheduled for removal. All selector switch replacement work will be performed under de-energized conditions unless otherwise coordinated and approved by the customer.

2.4 System Training

Schneider Electric will provide **comprehensive system training** to the customer's engineers and operators for the PLC, HMI, and relaying upgrades included in this quote.

Training scope includes:

- PLC system overview and operational concepts
- HMI navigation, functionality, and alarm handling
- Relaying system overview related to the SEL-735 meter and associated upgrades
- Review of new equipment functionality and basic maintenance considerations

2.6 On-Site Services Duration

To accomplish the overall installation services scope, the Schneider Electric field service representative will be on-site for a total of two (2) days, scheduled as follows:

- Day 1 (Weekday):
Installation, configuration, and functional testing of the new SEL-735 Power Quality and Revenue Meter
- Day 2 (Weekday):
Removal of obsolete components in the switchgear, as identified in Section 9 – Attachments

The on-site schedule is contingent upon site readiness, equipment de-energization, and customer coordination. Any additional on-site time beyond the two (2) days described above will require written authorization and may be subject to additional charges.

Deliverables

Schneider Electric will provide the following deliverables upon completion of the work:

- Updated As-built shop drawings for the paralleling switchgear with SEL-735 meter
- As built updates to show obsolete components.
- Installation services for the new meter and removal of the obsolete parts
- System to be upgraded/commissioned in a single trip.
- Training to be provided in the same trip unless specified otherwise in scope of work.



3.0 Project Clarifications

- Demolition of Existing meter and decommissioned components on door will be performed by Schneider Electric Field Services.
- Schneider Electric assumes the site and equipment will be ready and available for work related to any scheduled integration, testing, and commissioning of the switchboard. Quotation assumes all ancillary devices in existing sections of the switchboard are operable, in good condition, and will be reused. Delays or redeployment requirements beyond our control will be billed in addition to the costs in this proposal.
- Complete de-energization of the switchgear will likely be required to install components, modify breaker control circuits, and terminate interconnection wires. The final commissioning plan with shutdown requirements will be available after the design is complete. Customer to coordinate the plant operation during this interruption, including supplying temporary backup power to critical loads if necessary.
- It is assumed that the existing breakers controlled by the trip units are all functioning properly (shunt trip coil, shunt close coil, auxiliary contacts, motor charges and sensing relays). If found that the existing breakers are not functioning properly, then a change order will be required to repair these breaker(s).
- It is assumed that the existing PTs, and CTs are all functioning properly. If it is found that these existing devices/components are not functioning properly, then a change order will be required to replace these items. This quote proposal does not consider replacing any of these components.
- Additional spare components for hardware are not included in this proposal unless otherwise noted.
- Change in services due to additional electrical equipment and devices not included in the original scope will require a negotiated change order. Approval time on the inclusion of out-of-scope devices is critical to avoid re-mobilization charges. We will notify the facility of any out-of-scope devices within one business day of discovery; the facility will have 48 hours to notify Schneider Electric in writing of their intentions to expand the scope to include the additional equipment without incurring re-mobilization charges.
- Proposal only covers new drawings related to replacement equipment and wiring, does not cover any other work completed by others that are not represented on drawings provided by customer.
- During onsite work, Schneider Electric personnel will need the assistance of a qualified electrician or facilities technician familiar with the electrical circuits and loads. This person must be able to provide equipment and document access and will perform all switching, de-energization, re-energization, grounding, and lockout of the equipment as necessary. Schneider Electric personnel will apply their locks and tags as directed by the Customer person in charge of the lockout/tagout process.
- This proposal does not include a review or modification to the system grounding.
- Customer must ensure safe working conditions at all locations where work to be performed and provide a list of job site hazards specific to its operation. These may include, but are not limited to, confined spaces, presence of chemicals and contaminants, and other operations in the area.



Customer must provide emergency response training or documentation to Schneider Electric employees. Prior to the commencement of work, the facility management must advise employees that hazardous work will be taking place. Areas in which our personnel are working must be restricted to authorized personnel only.

4.0 Customer/Contractor Responsibilities

- Customer/Contractor must provide free and clear access to perform the above work. There will be additional charges for customer delays and for additional trips to the site because of work cancellation/reschedule.
- SE is Expected to provide all drawings related to project in either Autocad or .PDF format. If unable to provide drawings, proposal excludes creation of new drawings unless noted in scope of work.
- Customer is responsible for the cost and execution of de-energizing equipment, if required.
- During onsite work, our personnel will need access to the facility's electrical infrastructure, and the assistance of an electrician or facilities technician familiar with the electrical circuits and loads during the on-site work. The electrical escort should be able to provide equipment and document access.
- Prior to the commencement of work, the facility management must advise employees that hazardous work will be taking place. Areas in which our personnel are working must be restricted to "qualified" personnel only.
- Change in services due to additional electrical equipment, devices, and unforeseen conditions not included in original scope will require a negotiated change order. Approval time on inclusion of out-of-scope devices is critical to avoid re-mobilization charges. We will notify the facility of any out-of-scope items. The facility will have 48 hours to notify SE in writing of their intentions to expand the scope to include the additional items without incurring re-mobilization charges.
- Customer is responsible for removal of demo materials
- If project is equipped, Schneider Electric strongly recommends the customer have a qualified generator technician on-site during ATO commissioning to assist with troubleshooting and resolving issues with the generator or generator controller which may arise during testing. Schneider Electric technicians will not work on the generator or the generator controller as part of this project.



5.0 Schedule

Work will be scheduled upon receipt of a purchase order. Typical lead time for delivery of submittal drawings for customer review is 4 to 6 weeks. Equipment lead times may vary and will be reviewed at the project kickoff meeting. Commissioning to be coordinated based on customer schedule.

Work shall be invoiced on the following Progress Invoicing Milestones per Milestone listed below.

- Milestone 1: Engineering = 20%
- Milestone 2: Materials/Long Lead Items = 30%
- Milestone 3: Installation, Testing and Training = 40%
- Milestone 4: As-builts drawings = 10%

6.0 Terms and Conditions

The work described in this proposal will be performed in accordance with Schneider Electric Terms and Conditions of Supply and Performance, which are attached to this proposal. Unless agreed to in writing, no other terms and conditions shall apply and any preprinted terms and conditions on customer's purchase order are specifically rejected.

Schneider Electric reserves the right to amend, withdraw or otherwise alter this submission without penalty or charge as a result of any event beyond its control including changes in laws, regulations, by-laws or direction from a competent authority.

If the execution timeline of this project exceeds 12 months due to limitations in site availability, shutdowns, and other factors that are controlled by the customer, any price escalations (change orders) would be passed along to the customer.

Due to the extreme volatility in the commodities and labor markets, this quotation is valid for only 30 days. Currently there is extreme volatility due to tariffs and market changing conditions in the steel, copper, Aluminum, and plastics. We will do our best to hold pricing, but there are many factors beyond our control and these potential increases would be passed along to the customer. It is also assumed that this project will be executed within 12 months. If the execution timeline of this project exceeds this timeframe, any price escalations would also be passed along to the customer.

7.0 Invoicing

Invoicing will be performed based upon the above milestones under 5.0 Schedule.



8.0 Attachments

- Obsolete control switches to be removed by SE

All switches with the 'Not in Service' blue tags will be removed





January 12, 2026







VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Staff Report

TO: VVWRA Board of Commissioners

FROM: Darron Poulsen, General Manager

SUBMITTED BY: Xiwei Wang, Accounting Supervisor

DATE: 02/19/2026

SUBJECT: **It is recommended that the Board of Commissioners adopt Resolution 2026-02 to amend the VVWRA procurement policy and to establish the limits for the purchasing authority of the newly created position of Assistant General Manager.**

Fiscal Impact N/A

Account Code:

Funds Budgeted/ Approved:

STAFF RECOMMENDATION

It is recommended that the Board of Commissioners adopt Resolution 2026-02 to amend the VVWRA procurement policy and to establish the limits for the purchasing authority of the newly created position of Assistant General Manager.

PREVIOUS ACTION(S)

On May 19, 2022 the Board of Commissioners adopt Resolution 2022-04 to amend the VVWRA purchasing policy to increase the purchasing authority of the General Manager and staff to the following levels:

General Manager	Directors	Supervisors	Lead Staff	Regular Staff
\$75,000	\$50,000	\$15,000	\$5,000	\$500

On August 8, 2022 the Board of Commissioners authorized an amendment to the Procurement Policy under Resolution 2022-09 to address the change in the purchasing authority levels and to update positions that were approved by the Board of Commissioners in the FY 2022-23 Budget.

BACKGROUND INFORMATION

Staff has undertaken a comprehensive review and revision of the VVWRA's Procurement Policy as a part of VVWRA's commitment to continuous improvement to its active policies. The updated policy reflects the organizational changes that took place during the FY 2026 Mid Year Budget Review process, as well as aligns with state guidelines on public works projects. These revisions are designed to improve the flexibility in procurement processes while maintaining the accountability in the use of public funds. Prior to bringing this item to the Board the amended document went through a legal review and was approved by VVWRA attorneys. The amended policy was also shared with the active participation of the member agencies for comments and suggestions on the revisions.

One of the notable changes proposed to the current Procurement Policy is the update grants the

General Manager the authority to approve change orders within a reasonable degree. Under the new provision, the General Manager may authorize change orders to the existing contract up to 15% of the original contracted amount, up to a maximum of \$75,000, provided a sufficient budget exists.

Another notable change is that the updated policy reflects the organizational changes made during the FY 2026 Mid Year Budget Review process by incorporating the new positions and revising spending authority levels; specifically provides the Assistant General Manager an authorized spending limit of \$65,000. There are no changes made to the spending authority on other existing positions.

In addition, the selection process for the professional service agreements (PSA) has been updated to comply with the current legal requirements. The revised policy focuses on the requirement of Requests for Proposals (RFPs) for the selection of certain professional firms such as private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management.

Lastly, the updated policy properly distinguishes bidding requirements for non-public works related projects from public works related projects by fully integrates the guidelines of the California Uniform Public Construction Cost Accounting Act (CUPCCAA), which VVWRA has opted into since 2009. This integration establishes clear procedures for informal and formal bidding on public works projects, including defined thresholds, notice requirements, and contractor qualification standards.

It is recommended that the Board of Commissioners adopt Resolution 2026-02, attached as Exhibit 1, to amend the VVWRA procurement policy and to establish the limits for the purchasing authority of the newly created position of Assistant General Manager.

Attachments

Exhibit 1- Resolution 2026-02

RESOLUTION NO. 2026-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY TO AMEND THE PROCUREMENT POLICY

WHEREAS, Section 54202 of the Government Code requires every local agency to adopt policies and procedures governing the purchases of supplies and equipment by the local agency and that all purchases of supplies and equipment shall be in accordance with said policies and procedures; and

WHEREAS, on May 23, 1996, the Board of Commissioners for the Victor Valley Wastewater Reclamation Authority adopted Resolution No. 96-1 establishing policies and procedures governing the letting of public works contracts and purchases of supplies and equipment by the Victor Valley Wastewater Reclamation Authority ("Purchasing Policy"); and

WHEREAS, on March 23, 2000, the Board of Commissioners adopted Resolution No. 2000-5, which revised and updated the policies and procedures governing contracts and purchases of supplies and equipment ("Amended Purchasing Policy"); and

WHEREAS, on April 26, 2001, the Board of Commissioners adopted Resolution No. 2001-7 to address new staff positions that were approved by the Board of Commissioners ("Amended Purchasing Policy"); and

WHEREAS, on June 19, 2006, the Board of Commissioner adopted Resolution No. 2006-8 to address new staff positions that were approved by the Board of Commissioners and to designate purchasing authority to acting or interim positions that were approved by the Board of Commissioners ("Amended Purchasing Policy"); and

WHEREAS, on March 2, 2007, the Board of Commissioners adopted Resolution No. 2007-2 to address administrative changes requested by the Finance Department and update positions that were approved by the Board of Commissioners ("Amended Purchasing Policy"); and

WHEREAS, on July 16, 2009 the Board of Commissioners adopted a Procurement Policy under Resolution No. 2009-12 that addressed administrative changes requested by the Finance Department to enhance internal controls and address new updated bid limitations to bring the limits into line with current practices and with other governmental entities ("Amended Purchasing Policy"); and

WHEREAS, on March 20, 2013 under Resolution 2013-9 the Board of Commissioners adopted an amendment to the Procurement Policy to address travel paid for by third parties in Section XII: Third Party Travel Payment Guidelines ("Amended Purchasing Policy"); and

WHEREAS, on September 16, 2013 under Resolution 2013-21 the Board of Commissioners adopted an amendment to extend the length of the advertising period for Notices Inviting Bids ("Amended Purchasing Policy"); and

WHEREAS, on October 23, 2014 under Resolution 2014-28 the Board of Commissioners adopted an amendment to amend the Procurement Policy to modify the Procurement Policy Sections XIII, Petty Cash and XV, Authorizing Signatures for Agency Funds, Documents, and Payments Subject to the Joint Signatures Provisions (“Amended Purchasing Policy”); and

WHEREAS, on July 16, 2015 under Resolution 2015-15 the Board of Commissioners adopted an amendment to amend the Procurement Policy to modify the Procurement Policy Sections IV, Purchases less than or equal to \$2,000.00 and XI, Credit Card, Purchasing Card, Cardlock Fuel Purchase Card and Open Charge Accounts and XV, Authorizing Signatures for Agency Funds, Documents, and Payments Subject to the Joint Signatures Provisions (“Amended Purchasing Policy”); and

WHEREAS, on October 18, 2018 under Resolution 2018-13 the Board of Commissioners adopted an amendment to amend the Procurement Policy to address administrative changes requested by the Finance Department and update positions that were approved by the Board of Commissioners (“Amended Purchasing Policy”); and

WHEREAS, On May 19, 2022 under Resolution 2022-04 the Board of Commissioners authorized and in increase in the purchasing authority for the General Manager and staff to \$75,000 for the General Manager, \$50,000 for the Directors, \$15,000 for the Supervisors, \$5,000 for the Lead Staff and \$500 for the regular staff (“Amended Purchasing Policy”); and

WHEREAS, On August 8, 2022 under Resolution 2022-09 the Board of Commissioners authorized an amendment to the Procurement Policy to address the change in the purchasing authority levels and to update positions that were approved by the Board of Commissioners in the FY 2022-23 Budget (“Amended Purchasing Policy”); and

WHEREAS, Staff has now recommended that the Purchasing Policy/Procurement Policy be further amended as set forth in the Staff Recommendation presented to the Board of Commissioners of the VVWRA at its regularly scheduled meeting on February 19, 2026; and

WHEREAS, the Board now desires to amend the Procurement Policy to address Staff recommendation, including without limitation establishing the Purchasing Authority of the recently created position of Assistant General Manager;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Victor Valley Wastewater Reclamation Authority that Procurement Policy shall be amended as recommended by Staff of the Victor Valley Wastewater Reclamation Authority:

SECTION 1: Adopted Procurement Policy. The Procurement Policy shall be adopted as set forth in the attached Exhibit “A,” and all expenditure of funds by the Victor Valley Wastewater Reclamation Authority shall be in accordance with the policies and procedures set forth therein.

SECTION 2: Effective Date. This adopted Procurement Policy shall be effective

immediately and shall supersede and replace all previous versions of said policy.

SECTION 3: Execution of Resolution. The Chair of the Commission will sign this Resolution, and the Secretary of the Commission will certify, this Resolution was duly and properly adopted by the Commission.

ADOPTED AND APPROVED this 19th day of February, 2026.

Cameron Gregg, Chair
VWRA Board of Commissioners

ATTEST:

VWRA Board of Commissioners

APPROVED AS TO FORM:

Piero Dallarda of
Best Best & Krieger LLP, Counsel VWRA

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. 2026-02, adopted by the Board of Commissioners of said Authority at its meeting of February 19, 2026.

Kristi Casteel
Secretary to the Board of Commissioners

EXHIBIT ‘A’



Victor Valley Wastewater Reclamation Authority

Procurement Policy

Board Approved ~~(Draft)~~ raft ~~August 18, 2022~~

Resolution No. ~~0000-00~~ 2026-02 ~~2022-09~~
(Appendix ~~E~~ A)

Victor Valley Wastewater Reclamation Authority
Procurement Policy

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Victor Valley Wastewater Reclamation Authority
Procurement Policy

Appendix A	Resolution 2022-09 Procurement Policy Approval
Appendix B	Resolution 2022-04 Purchasing Authority Limits Approval
Appendix C	81-11 a Resolution Establishing Statement of Policy on Emergency Operations
<u>Appendix D</u>	<u>Resolution Adopting CUPCAA</u>
<u>Appendix E</u>	<u>Resolution 2026-02 Procurement Policy and Purchasing Authority Limits Approval</u>

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Victor Valley Wastewater Reclamation Authority
Procurement Policy

I. Purpose

The purpose of this procurement policy ("Policy") is to establish the requirements governing the procurement of goods and services required to operate the Victor Valley Wastewater Reclamation Authority (VWVRA or Authority).

II. Compliance

The responsibility for the solicitation of purchases and procurement of general services, professional services, supplies and equipment, and public projects is hereby vested in the General Manager, who shall be the purchasing officer for the Authority.

The General Manager shall be responsible for ensuring compliance and implementation of procedures to execute the obligations of this Policy, inclusive of the California Uniform Public Construction Cost Accounting Act ("CUPCAA" or the "Act") ethically and dutifully in accordance with applicable law.

III. Authority of the General Manager

1) The General Manager may enter and sign on behalf of the Authority, without the prior approval of the Board, contracts for the procurement of goods, services, and public work in accordance with the procurement authorization limits set forth in Resolution No. 2022-04, as may be amended from time to time.

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1)

a) Which do not exceed an initial compensation figure of \$75,000 dollars in any single transaction or term agreement.

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b) For which moneys have been appropriated and for which there is an unexpended and unencumbered balance of such appropriation sufficient to pay the expense of the contract. The responsibility for the solicitation of purchases and procurement of general services, professional services, supplies and equipment, and public works projects is hereby vested in the General Manager who shall be the purchasing officer for the Authority.

2) The General Manager may authorize additional funds for any existing contracts for the procurement of goods, services, and public work in an event which additional funds are required as a change order. The limit of the General Manager's authorization on the change order shall not exceed 15% of the contract up to a maximum of \$75,000, or whichever is less, and only if sufficient budget exists.

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2)3) The General Manager may delegate in writing the authority to purchase or contract for specified supplies, services, and equipment and construction of public works projects, provided such delegations, purchases, and contracts are made in conformity with this Policy.

3)4) In an emergency, the General Manager may authorize the expenditure of any unencumbered funds to respond to the emergency, notwithstanding the fact that such moneys may not have been appropriated for such purpose, but only to the extent that such moneys have

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Victor Valley Wastewater Reclamation Authority
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not been appropriated or are otherwise unavailable. As further discussed in this Policy, Such action shall be ratified by the Board as soon as practicable.

IV. Authorized Spending Limits

4) The authorization to procure goods and services shall not exceed the total value of the acquisition, including taxes, fees, and delivery, as set forth in Resolution No. 2022-04 and Resolution No. 2026-02, as may be amended from time to time. The General Manager may at his or her discretion delegate in writing the authority to procure to any full-time employee of VVWRA. Authority limits set by resolution 2022-04 (Appendix B).

a) General Manager	\$75,000
b) Assistant General Manager	\$65,000
c) Directors	\$50,000
d) Supervisors	\$15,000
e) Lead Staff	\$5,000
f) General Staff (all employees)	\$500

The General Manager may delegate authority to procure goods and services up to \$75,000 to any full-time employee in the General Manager's absence. The General Manager may, at his or her discretion, delegate in writing the authority to procure to any full-time employee of VVWRA. Authority limits set by Resolution No. 2022-04 (Appendix B) and Resolution No. 2026-02 (Appendix E).

V. Procurement of Goods and Non-Professional Services (Non-Public Work) Open Market Purchases (Informal Quotes)

1) Purchase not to exceed \$5,000 (Direct Purchase)

Purchases having a total estimated value of less than or equal to \$5,000 may be made without formal or informal competitive bidding or competitive quotes and may instead be procured through a Purchase Card or Purchase Order.

2) Purchase of \$5,001-\$75,000 (Written Quotes)

4) Purchases of materials, supplies, equipment, and contractual services (other than services qualifying as a "public project" as defined below) having an estimated value of more than \$5,001 and less than or equal to \$75,000 may be made in the open market based on a minimum of three (3) verbal competitive written quotes.

2) 2(a) Awards for purchases of goods made between \$5,001 and \$75,000 shall be to the vendor or contractor that submits the lowest responsive, responsible quote or bid. Purchases of materials, supplies, equipment and contractual services (other than services qualifying as a "public project" as defined below) having an estimated value of more than \$15,000 and less than or equal to \$75,000 may be made in the open market based on a minimum of three (3) competitive written quotes.

3) 2(b) Awards made to vendors or contractors that did not provide the lowest cost shall be accompanied by written documentation explaining the reason or reasons for determining that the quote would provide the best value to the Authority. If staff intends to utilize a best value selection,

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~~it must include the evaluation criteria in the solicitation. All documentation regarding the selection and award must be attached to the purchase order. Requests for competitive quotes shall be solicited either by verbal, written requests mailed, requests posted on the Authority website, solicited through an electronic bid system, or e-mailed to prospective vendors. The notice inviting competitive quotes shall contain a clear and concise description of the desired materials, supplies, equipment, or contractual services. The notice inviting competitive quotes shall also include a deadline for the submission of responsive quotes.~~

~~4) 2(c) Award of non-professional services may be made to either the responsible vendor/contractor that submitted the lowest responsive competitive quote, or the vendor/contractor representing the best value to the Authority, in the Authority's discretion. If staff intends to utilize a best value selection, it must include the evaluation criteria in the solicitation. A written or digital record of the responses from all vendors contacted shall be maintained with the respective purchase request. If appropriate, signed and dated telephone conversation records shall suffice for vendors that respond only by telephone~~

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~~2(d) Request for competitive quotes may be solicited either by verbal, written requests mailed, requests posted on the Authority website, solicited through an electronic bid system, or e-mailed to prospective vendors. The notice inviting competitive quotes shall contain a clear and concise description of the desired material, supplies, equipment, or contractual services. The notice inviting competitive quotes shall also include a deadline for the submission of responsive quotes. Awards of purchases made under this section shall be to the lowest responsible vendor or contractor that complies with the specifications contained in the notice inviting competitive quotes. Awards made to vendors or contractors that did not provide the lowest cost shall be accompanied by written documentation explaining the reason or reasons for the award. All documentation regarding the award must be attached to the purchase order.~~

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~~5) 2(e) A written or digital record of the responses from all vendors contacted should be maintained with the respective purchase request.~~

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~~6) 2(f) The General Manager shall have the authority to waive the requirements of this section in the following circumstances provided that the reasons for such a waiver are documented as part of the purchasing process:~~

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~~a) The acquisition of engineering, professional, audit, or legal services.~~

~~b) The acquisition of highly technical and specialized outside services.~~

~~c) The acquisition of materials, supplies, and equipment in which the Authority did not receive at least three quotes.~~

~~d) The acquisition of materials, supplies, and equipment when it is in the best interest of the Authority to purchase name brand or sole source materials, supplies, or equipment, as determined by the General Manager. Materials, supplies, and equipment shall be considered obtainable from only one vendor when only one vendor offers it for sale, lease, or rental, or when only one vendor is able to provide the materials, supplies or equipment within the time frame and/or under the terms and conditions which reasonably meet the needs of VVWRA. Sole source purchases are appropriate when there is no suitable~~

Victor Valley Wastewater Reclamation Authority
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substitute for the desired materials, supplies, and equipment. A memo to the General Manager must be attached describing the circumstances surrounding the situation.

- d) The purchase of equipment or supplies at a public auction that has been approved in advance by the General Manager. The spending limit for purchases made at a public auction shall be \$75+0,000 unless the spending limit for an auction is increased in advance by an action of the VVWRA Board of Commissioners.

3) Purchase greater than \$75,000

- 4) Purchases of materials, supplies, equipment, and contractual services having an estimated value of more than \$75,000 must be made through the formal bidding procedures in Section VI.

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VI. Formal Bidding for Non-Public Work~~Open Market Purchases (Formal Bidding)~~

Except as otherwise provided in this policy, purchases of supplies, equipment, or services other than public projects that exceed the informal bid limit, shall follow the formal bid procedures, and will result in a written contract with the lowest responsible, responsive bidder.

- 1) A notice inviting bids shall be advertised at a minimum of five (5) business days in the newspaper of local publication posted on the Authority website or solicited through an electronic bid system. The notice inviting bids shall include a general description of the articles or services to be procured, instructions on how to obtain bid forms and specifications, and the time and place for the opening of sealed or electronic bids. The notice inviting bids shall be published or posted at least ten (10) working days before the date of opening of the sealed or electronic bids. The notice inviting bids shall also be posted in at least two areas, including but not limited to the lobby area of the VVWRA administration building, the Authority website, posted in an electronic bid system, mailed, faxed, or e-mailed to one or more identified potential bidders.
- 2) When deemed necessary by the General Manager or Board, the bidder's security may be prescribed in the public notice inviting bids. Bidders shall be entitled to return of bid security upon completion of the contract. However, if a successful bidder fails or refuses to execute the contract within ten days after the notice of award of the contract has been mailed, unless explicitly stated in the terms of the contract, the bidder shall forfeit the bid security. The Authority may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible, responsive bidder, with the bidder's security being applied to the amount of the contract price differential between the lowest bid and the second lowest bid, with the surplus, if any, returned to the lowest bidder. If the Authority rejects the remaining bids presented and readvertises, the amount of the lowest bidder's security may be used to offset the cost of receiving new bids, and the surplus, if any, shall be returned to the lowest bidder.
- 3) Sealed and electronic bids shall be submitted to the Administrative Director~~Assistant General Manager~~, or his or her designee, and shall be clearly identified as requested in the request for bid document. Bids shall be opened in public at the time and place stated in the public notice.

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A tabulation of all bids received shall be available for public inspection during regular business hours after the bid opening.

- 4) The Authority may reject all bids presented and advertise for bids or award a contract after negotiation for the most reasonable cost under existing conditions. The right to reject any and/or all bids is expressly reserved to the Authority, and said decision shall be final.
- 5) Upon opening and tabulation of all bids received to determine the low bidder, the ~~Assistant General Manager~~~~Administrative Director~~, or his or her designee, shall thereafter determine the lowest responsible, responsive bidder by applying the following criteria:
 - a) The capability, quality, and skill of the bidder to provide the service or commodity required and to comply with all specified requirements in the bid document.
 - b) The bidder's record of performance of previous contracts or services; previous failure to perform to Authority requirements may disqualify the bidder.
 - c) Whenever the ~~Assistant General Manager~~~~Administrative Director~~, or his or her designee, determines that a bidder is not responsible pursuant to this section and the specifications of the notice of inviting bids, the ~~Assistant General Manager~~~~Administrative Director~~, or his or her designee, shall notify the bidder of said determination, in writing.
- 6) Except as otherwise provided in this policy, contracts shall be awarded to the lowest responsible, responsive bidder. Contracts which exceed the appropriated amount, or which are not budgeted, shall not be awarded except upon approval of the Board.
- 7) If two or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of readvertising for bids, the Authority may, at its discretion, award the bid to a vendor located within the Authority limits. Should a tie continue to exist, a request for additional bids, only from the tie low bidders will be requested, whereby, the lowest bid will be accepted.
- 8) A performance bond, certificate of deposit, or cash may be required before entering a contract, in such amount as is deemed reasonably necessary to protect the interests of the Authority. If performance security is required, the acceptable type and amount thereof shall be described in the notice inviting bids, and, if a bond, the form of the bond shall be as approved by the Authority Attorney.

VII. Procurement of Professional Services (RFP)

The Authority may utilize a request for proposal process or other formal process for the selection of consultants to provide professional services, as set forth in more detail below

Professional services include those services provided by trained and, if necessary, licensed individuals or firms, including but not limited to, engineers, architects, scientific researchers, surveyors, financial experts, auditors, and legal services, where the Authority is hiring them based upon their technical expertise. ("Professional Services")

Professional Services shall be procured as follows:

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- a) An RFP may be issued to a wide variety of consultants requesting their qualifications to perform the project, a proposal to perform the work, and schedule of their rates.
 - b) Private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The acquisition of these Professional Services shall be made through a solicitation of Requests for Proposals (RFP).
 - c) Professional services having a total estimated value equal to or less than \$75,000 shall be procured in the manner determined to be in the best interests of the Authority at its sole discretion.
- 8) Selection of professional services consultants shall be made in the Authority's sole discretion based on demonstrated competence, professional qualifications, cost, and other criteria which the Authority deems relevant.

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VI.VIII. Bidding Exemptions (Non-Public Work).

Bidding may be dispensed with upon adequate, specific documentation when one of the following conditions pertains:

- 1) When, in the sole view of the General Manager, an emergency exists as defined under Section XI of this policy, and the procurement of all goods/services/projects is necessary to properly mitigate the emergency, may direct that emergency procurement to be made. For purposes of an emergency purchase, an emergency is defined as an emergency operations center (EOC) activation period initiated by the Authority General Manager. All purchases made under such emergency authority shall be subject to ratification by the Authority Board of Commissioners at a subsequent public meeting.
- 2) So long as the authorization limits set forth by the Authority are adhered to, the bidding procedures of this chapter may be waived for the following:
 - a) The commodity or service can be obtained from only one responsible and responsive source.
 - b) The commodity is required to match or be compatible with other furnishings, material, or equipment presently on hand and is to be purchased from the supplier of such on-hand items.
 - c) The General Manager or Board has ordered a standardized type of commodity or quality of product.
- 3) A Piggyback Agreement is acceptable when the purchase of goods or services is beneficial to the interest of the Authority and is from a supplier who has been awarded a specific item or items in a contract resulting from a formal competitive bid process by another local governmental agency within the State of California within the previous three hundred sixty-five (365) days.

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- 4) A Cooperative Purchasing agreement is acceptable when such purchases are based on any master agreement, cooperative agreement, multiple award schedule, or other types of agreements entered into by the State of California or the federal government.
- 5) When purchasing from or selling to another governmental agency and such action is beneficial to the interests of the Authority, the bidding procedures may be waived.
- 6) When the Board determines by resolution it would be in the best interest of the Authority to dispense with bidding.
- 7) When there is a breakdown in essential machinery, essential services, or when unforeseen circumstances arise, including delays by contractors, delays in transportation, and unanticipated volume of work, which requires the immediate attention of a professional or immediate service/repair in order to protect public health, safety, or welfare.
- 8) When there is to be a contract for the purchase of telecommunications, computer, and/or networking hardware and software, the purchase of "such items" (telecommunications, computer, and/or networking hardware and software) will be done pursuant to regulations and procedures established by the Authority manager to ensure compatibility with current Authority infrastructure.
- 9) Additional Requirements and Prohibitions.
 - a) No employee elected or appointed official of the Authority shall be financially interested in any contract made by them in their official capacity, or by anybody or Board of which they are members (See: California Government Code Section 1090, et seq.) or violative of the conflict-of-interest provisions of the Authority and/or the Political Reform Act (See: California Government Code Section 87100, et seq.).
 - b) Splitting orders of supplies, materials, equipment, or services into smaller or separate orders for the purpose of evading the competitive bidding provisions of this chapter are prohibited.
 - c) Contract amendments or changes to purchase orders that exceed either the maximum authorization limit set forth by the Board or the original authorization as granted by the Authority will require subsequent approval of the Board before the contract amendment and/or change order is executed.
 - d) Employees, volunteers, and elected and appointed officials of the Authority are advised to be knowledgeable of all laws, rules, and regulations concerning conflict of interest; disclosure/reporting requirements; and the acceptance of anything of value from any individual or business, including, but not limited to, vendors, business clients, and the public.
 - e) Recycled Goods. In the procurement of goods for the Authority, a preference shall be given to buy recycled goods whenever reasonably possible. Recycled goods are defined and provided for in such state legislation as the State Assistance for Recycling (STAR) Markets Act of 1989 (commencing with the California Public Contracts Code Section 12150), the

Victor Valley Wastewater Reclamation Authority
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California Integrated Waste Management Act of 1989 (commencing with the California Public Resources Code Section 40000), and Environmentally Preferable Purchasing (AB 498). A Sustainable Purchasing policy will be adopted by resolution of the Authority Board.

10) Certain types of non-discretionary purchases/payments are not readily adaptable to the open market and competitive selection process. Except where otherwise required by federal law or by reason of the source of funding for the project, non-discretionary purchases are exempt from the bidding and solicitation requirements set forth in section V and VI of this policy. Examples of non-discretionary purchases include, but are not limited to:

- a) Bank charges and fees.
- b) Debt Service payments.
- ~~e) Insurance premiums.~~
- ~~d) Process Chemicals~~
- ~~d) Insurance Premiums~~
- ~~e) Regulatory permit fees~~
- ~~f) Lab Analysis~~
- ~~g) Memberships, dues, and subscriptions.~~
- ~~h) Reimbursement of expenses.~~
- ~~i) Newspaper advertisements and notices.~~
- j) Utility service provider payments, utility connection and/or installation charges required to ensure the continued daily operation of the Authority; including Electrical power, telephone service, water service, natural gas, and refuse service
- ~~Equipment Rental (up to \$75,000)~~
- k) ~~Fuel~~

VIII. Professional Services Agreements

~~The acquisition of services for engineering, audit, legal, consulting, and other professional services in excess of \$75,000 shall be obtained through a solicitation of Requests for Proposals (RFP). The procedures for soliciting and RFP shall be respective to the type, complexity, and expected cost of services to be provided. Awards made for professional services shall be based on the qualifications that best match the needs of the Authority.~~

IX. Public Works Projects (CUPCCAA)

~~The Uniform Public Construction Cost Accounting Act (Act), enacted in 1983 under Public Contract Code section 22000 et seq., establishes an alternative set of bidding and accounting procedures for local agencies that choose to participate. The Act permits agencies that have opted in to perform certain public works projects with their own workforce, up to specified monetary thresholds, provided they follow the cost accounting procedures set forth in the Act. The Victor Valley Wastewater Reclamation Authority elected to participate in the Act by formally notifying the State Controller and adopting the Act on August 13, 2009. The Act supersedes only the bidding procedures used once a public agency has opted into the Act and has notified the Controller. All other contracting requirements of the Public Contract Code remain applicable. Contracts for public projects shall be procured in accordance with the contracting~~

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Victor Valley Wastewater Reclamation Authority
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~~procedures set forth in Article 3 of the Act (Section 22030 et seq., of the Public Contract Code) as it may be amended from time to time.~~

~~Contracts for public projects, as defined, shall be procured in accordance with the contracting procedures set forth in the Act (Section 22030 et seq., of the Public Contract Code) as it may be amended from time to time. The General Manager, or his or her designee, shall compile and maintain a list of qualified contractors identified according to categories of work. This list shall comply with the requirements of the Act and the criteria promulgated, from time to time, by the Commission.~~

~~Contracts for public projects below the bidding threshold under the Act, as it may be amended from time to time, may be done pursuant to force account or negotiated contract. On-call or as-needed contracts for public projects must be procured pursuant to the following process:~~

- 1) ~~The procedures set forth in this section shall apply to the procurement of “public projects” defined as any of the following:~~
 - a) ~~Construction, reconstruction, erection, alteration, renovation, improvement, demolition, installation, and repair work involving any publicly owned, leased, or operated facility.~~
 - b) ~~Painting or repainting of any publicly owned, leased, or operated facility.~~
 - c) ~~In the case of a publicly owned electric utility system, “public project” shall include only the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.~~
- 2) ~~“Public project” does not include maintenance work. For purposes of this section, “maintenance work” includes all of the following:~~
 - a) ~~Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.~~
 - b) ~~Minor repainting.~~
 - c) ~~Resurfacing of streets and highways at less than one inch.~~
 - d) ~~Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.~~
 - e) ~~Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.~~
- 3) ~~For purposes of this section, “facility” means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (c) of subdivision (12) above, real property, streets and highways, or other public work improvement~~

~~The General Manager, or his or her designee, shall compile and maintain a list of qualified contractors identified according to categories of work. This list shall comply with the~~

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Victor Valley Wastewater Reclamation Authority
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requirements of the Act and the criteria promulgated, from time to time, by the Commission.

A. No Formal or Informal Bidding Required

- 1) Contracts for public projects below the relevant bidding thresholds under the Act for formal or informal bidding, as they may be amended from time to time, may be done pursuant to force account or negotiated contract. On-call or as-needed contracts for public projects must be procured pursuant to the following process:
 - a) VVWRA staff must present the General Manager with a written request to contract for on-call or as-needed services for a public project and written quotes from contractors that are proposed to be utilized for such on-call or as-needed services.
 - b) The General Manager and ~~Assistant General Manager~~~~Administrative Director~~, or his or her designee shall have the authority to approve or deny the contract request.
 - c) Once approved, the ~~Assistant General Manager~~~~Administrative Director~~, or his or her designee shall issue the on-call or as-needed contract for public project services to the selected contractor(s).
 - d) The total contract amount of any on-call or as-needed contract issued under this Section shall not exceed \$75,000. The Finance Supervisor, or his or her designee shall track expenditures under the on-call or as-needed contract to ensure it does not exceed \$75,000.
 - e) Once an on-call or as-needed contract reaches the \$75,000. threshold, it must be terminated without accruing any further costs in excess of the \$75,000 threshold. VVWRA staff may issue a new on-call, or as- needed contract to the contractor pursuant to the same procedure set forth above. There is no limitation on the number of on-call or as- needed contracts that may be issued to the same contractor in any one year; however, any subsequent on-call or as-needed contracts issued to the same contractor in a given year shall be approved by the Board.

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B. Informal Bidding

- 1) When a public project is to be performed which qualifies for informal bidding under the Act, a notice of such project shall be given as follows, except where the product or service is proprietary;
 - a) Mailed, e-mailed, or electronic bid system postings shall be sent to all contractors on the prequalified contractors list for the category of work being bid; or
 - b) Mailed notices shall be given to all construction trade journals specified by the Commission for the receipt of such a notice for San Bernardino County; or
 - c) Additional notices posted on the Authority website or delivered through an electronic bidding system to other contractors, may, in the discretion of VVWRA, be given.
- 2) If the product or service to be acquired is proprietary in nature, such that it can only be obtained from a certain contractor or contractors, notice inviting bids may be sent only to such contractor or contractors.

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3) All mailing, emailed, Authority website postings, and electronic bidding system notices to contractors and construction trade journals shall be completed not less than 10 calendar days before bids are due.

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4) The notice shall describe the project in general terms, how to obtain more detailed information about the project, and shall state the time and place for submission of bids.

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5) If all bids received are in excess of the amount of two hundred twenty thousand dollars (\$220,000) as may be amended from time to time, the Board of Commissioners may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred thirty-five thousand dollars (\$235,000) or less, to the lowest responsible bidder, if it determines the cost estimate of the Authority was reasonable.

Award of a project procured pursuant to this section shall be made to the lowest responsible bidder submitting a responsive bid.

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C. Formal Bidding

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1) When a public project is to be performed which qualifies for formal bidding under the Act, notice of such project shall be given as follows except where the product or service is proprietary:

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a) A notice shall be published at least 14 calendar days before the date of opening of the bids in a newspaper of general circulation, printed and published in the jurisdiction of VVWRA. In addition, notice may also be published on the Authority website or through an electronic bidding system.

b) The notice inviting formal bids shall also be sent to all construction trade journals specified by the Commission for the receipt of such notice for San Bernardino County at least 15 calendar days before the date of opening the bids.

c) Additional notices to other contractors and/or trade journals may, in the discretion of VVWRA, be given.

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2) If the product or service to be acquired is proprietary in nature such that it can only be obtained from a certain contractor or contractors, notice inviting bids may be sent only to such contractor or contractors.

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3) The notice shall distinctly describe the project, describe how to obtain more detailed information about the project, and shall state the time and place for submission of bids.

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4) Where bidding is required by the Act, award of the contract shall be made to the lowest responsible bidder submitting a responsive bid. If two or more bids are the same and the lowest, the Authority may accept the one it chooses.

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5) The General Manager or the VVWRA Board of Commissioners may, in their respective discretion, reject all bids and proceed as authorized by the Act.

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- a) VVWRA staff must present the General Manager with a written request to contract for on-call or as-needed services for a public project and written quotes from contractors that are proposed to be utilized for such on-call or as-needed services.
- b) The General Manager and Administrative Director, or his or her designee shall have the authority to approve or deny the contract request.
- c) Once approved, the Administrative Director, or his or her designee shall issue the on-call or as-needed contract for public project services to the selected contractor(s).
- d) The total contract amount of any on-call or as-needed contract issued under this Section shall not exceed \$55,000. The Administrative Director, or his or her designee shall track expenditures under the on-call or as-needed contract to ensure it does not exceed \$55,000.
- e) Once an on-call or as-needed contract reaches the \$55,000 threshold, it must be terminated without accruing any further costs in excess of the \$55,000 threshold. VVWRA staff may issue a new on-call or as-needed contract to the contractor pursuant to the same procedure set forth above. There is no limitation on the number of on-call or as-needed contracts that may be issued to the same contractor in any one year; however, any subsequent on-call or as-needed contracts issued to the same contractor in a given year shall be approved by the Board.
- 2) When a public project is to be performed which qualifies for informal bidding under the Act, a notice of such project shall be given as follows except where the product or service is proprietary:
- a) Mailed, e-mailed, or electronic bid system postings shall be sent to all contractors on the contractors list for the category of work being bid; or
- b) Mailed notices shall be given to all construction trade journals specified by the Commission for the receipt of such a notice for San Bernardino County; or
- c) Additional notices posted on the Authority website or delivered through an electronic bidding system to other contractors, may, in the discretion of VVWRA, be given.
- 3) If the product or service to be acquired is proprietary in nature such that it can only be obtained from a certain contractor or contractors, notice inviting bids may be sent only to such contractor or contractors.
- 4) All mailing, emailed, Authority website postings, and electronic bidding system notices to contractors and construction trade journals shall be completed not less than 10 calendar days before bids are due.
- 5) The notice shall describe the project in general terms, how to obtain more detailed information about the project and shall state the time and place for submission of bids.
- 6) When a public project is to be performed which qualifies for formal bidding under the Act, notice of such project shall be given as follows except where the product or service is proprietary:
- a) A notice shall be published at least 14 calendar days before bids are due on the Authority website, through an electronic bidding system or in a newspaper of general circulation, printed and published in the jurisdiction of VVWRA; and or
- b) Mailed notices shall be given to all construction trade journals specified by the Commission for the receipt of such notice for San Bernardino County at least 15 calendar days

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~~before bids are due.~~

~~e) Additional notices to other contractors and/or trade journals may, in the discretion of VVWRA, be given.~~

~~7) If the product or service to be acquired is proprietary in nature such that it can only be obtained from a certain contractor or contractors, notice inviting bids may be sent only to such contractor or contractors.~~

~~8) The notice shall describe the project in general terms, how to obtain more detailed information about the project and shall state the time and place for submission of bids.~~

~~9) Where bidding is required by the Act, award of the contract shall be made to the lowest responsible bidder submitting a responsive bid.~~

~~10) The General Manager or the VVWRA Board of Commissioners may, in their respective discretion, reject all bids and proceed as authorized by the Act.~~

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X. Bid protests

Any person, firm, company, vendor, contractor, or other individual/group that unsuccessfully bids on a VVWRA contract may file a protest in accordance with the provisions of this section.

- 1) Only a bidder on a contract or a bidder's authorized representative may file a bid protest on a contract. A subcontractor of a party filing a bid on a contract may not submit a bid protest.
- 2) Bid protests shall be in writing; shall provide the name, address, electronic mail address, telephone, and fax numbers of the protesting bidder; and shall identify the contractor bid request number to which the bid protest pertains. The bid protest shall identify and explain the factual and legal grounds for the protest and include any written materials that the protesting bidder wishes to have considered in determining the protest. Any grounds not raised in the written protest are deemed waived by the protesting bidder. Bid protests shall be addressed and delivered to the General Manager. Any bid protest that is not submitted as provided herein shall be invalid and shall not be considered.
- 3) After bids are received and opened by the Authority, VVWRA staff shall provide each bidder with notice of the Authority's preliminary recommendation for award of the contract. Any bid protest shall be received by the General Manager no later than five (5) calendar days after the Authority notifies the bidders of the recommendation for award. The effective date of notice by mail is the postmark date. The effective date of the notice electronically is the date of the transmission. If the fifth calendar day does not fall on a business day, the deadline to submit a protest shall be extended to 5:00 p.m. on the next business day.

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- 4) Upon receipt of the filed bid protest, the General Manager shall prepare a written response to the bid protest. The Assistant General Manager~~Administrative Director~~, or his or her designee will review all the facts and make a determination.
- 5) In instances where the General Manager has delegated the role of the purchasing officer to a subordinate staff member, an appeal of the purchasing officer's decision on the bid protest may be made by the protesting bidder to the General Manager by filing a written notice of appeal with the General Manager within five calendar days after the date of notice of the purchasing officer's decision regarding the bid protest. If an appeal is timely filed and subsequently has not been withdrawn by the protesting bidder or by operation of the provision of this section, the General Manager shall consider the bid protest and make a determination.
- 6) An appeal of the General Manager's decision on the bid protest may be made by the protesting bidder to the Authority Board (Board) by filing a written notice of appeal with the Authority clerk within five calendar days after the date of notice of the Authority General Manager's decision regarding the bid protest. If an appeal is timely filed and subsequently has not been withdrawn by the protesting bidder or by operation of the provisions of this section, the Board shall consider the bid protest at a noticed, public meeting. The Board may hear the bid protest as part of the Board's consideration of the award of the contract to which the bid protest relates or may hear the bid protest as a separate item, provided that the Board shall decide the bid protest prior to awarding the contract, unless the Board exercises its discretion to reject all bids.
- 7) The Board's review of the bid protest shall be limited to the issues set forth in the bid protest timely filed with the General Manager. The Board may take any action on the bid protest that is authorized by law, including adoption of Authority staff's recommended determination of the bid protest, adoption of a determination different from that recommended by Authority staff, or the rejection of all bids without deciding the bid protest. The decision of the Board on a bid protest shall be the final administrative action on the protest and shall exhaust the protesting bidder's administrative remedies.

XI. Emergency Conditions and Authority

The purpose of this section is to provide for the preparation and implementation of plans for the protection of persons, property, and the environment within the VVWRA service area in the event of an emergency; the direction of the emergency organization and emergency response activities; and the coordination of the emergency functions of the Authority with all other public agencies, corporations, organizations and affected private persons.

- 1) As used in this section, "emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons, property, or the environment within the VVWRA service area caused by such conditions as sewer overflows or spills, sewer backups, air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting

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from a labor controversy, for which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the Authority, which may require the combined forces of other political subdivisions to combat.

2) It shall be the duty of the General Manager to develop and recommend for adoption by the VVWRA Board of Commissioners emergency and mutual aid plans and agreements, and such ordinances, resolutions, rules, and regulations as are necessary to implement such plans and agreements.

3) In cases of emergency when repairs or replacements to facilities are necessary, the Board of Commissioners may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two. In case of an emergency, if notice for bids to let contracts will not be given for public projects, the Authority shall comply with Public Contract code sections 22050 et. seq.

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4) Emergency services - General Manager - Powers and duties the General Manager is empowered to:

- a) Request the Board of Commissioners to proclaim the existence or threatened existence of an "emergency" if the Board is in session, or to issue such proclamation if the Board is not in session. Whenever an emergency is proclaimed by the General Manager, the Board shall take action to ratify the proclamation in a timely fashion, or the proclamation shall have no further force or effect. For emergencies that are anticipated to result in \$75,000 or less in actual expenditures, ratification of the emergency may occur at the next scheduled Board meeting. For emergencies that are anticipated to result in more than \$75,000 in total expenditures, ratification of the emergency must occur within seven days after the proclamation of the emergency.
- b) Request the Governor to proclaim a "state of emergency" when, in the opinion of the General Manager, the locally available resources are inadequate to cope with the emergency.
- c) Control and direct the efforts of the emergency organization of the Authority for the accomplishment of the purposes of this section.
- d) Direct cooperation between and coordination of services and staff of the emergency organization of the Authority, and resolve questions of authority and responsibility that may arise between them.
- e) Represent the Authority in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

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5) In the event of the proclamation of an emergency, the General Manager is empowered to:

- a) Make and issue rules and regulations on matters reasonably related to the protection of life, property, and the environment as affected by such emergency; provided, however, such

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rules and regulations must be confirmed at the earliest practicable time by the Board of Commissioners.

- b) Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the Authority for the fair value thereof and, if required immediately, to commandeer the same for the Authority's use.
- c) Require emergency services of any ~~VVW~~WRA employee and, in the event of a proclamation of an emergency, to command the aid of as many citizens of the community as he or she deems necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers.
- d) Requisition necessary personnel or material of any member entity or willing agency.
- e) Execute all of his or her ordinary power as General Manager, all of the special powers conferred upon him or her by this section or by resolution or emergency plan developed pursuant to this section and adopted by the Board of Commissioners, all powers conferred upon him or her by any statute, by any agreement approved by the Board of Commissioners, and by any other lawful authority.

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6) The General Manager shall designate a person or persons that shall be in charge in his or her absence, to take effect in the event the General Manager is unavailable to attend meetings and otherwise perform his or her duties during an emergency. The Board of Commissioners shall approve any changes to the order of succession. 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:

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- a) ~~Director of Operations~~ Assistant General Manager
- b) Director of ~~Administration~~ Operations and Maintenance
- c) ~~Operations Supervisor~~ Director of Finance and Procurement
- d) ~~Finance Supervisor~~ Director of Engineering and Environmental Compliance

4)

If any of the above listed persons are absent or otherwise unable to perform the duties described during an emergency, the order of succession shall continue to the first available person listed.

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7) All officers and employees of the Authority, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions described herein, shall be charged with duties incident to the protection of life and property in the VVWRA service area during such emergency, and shall constitute the emergency organization of the Authority.

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8) The General Manager shall be responsible for the development, periodic review, and maintenance of emergency plans, which plan shall provide for the effective mobilization of the resources of the Authority, both public and private, to meet any condition constituting an emergency, and shall provide for the organization, powers, duties, services, and staff of the

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emergency organization. Such emergency plans shall take effect upon adoption by resolution of the Board of Commissioners. See Resolution 81-11 a Resolution Establishing Statement of Policy on Emergency Operations (Appendix C)

89) Any expenditure made in connection with and subsequent to the proclamation of an emergency, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants, property, or environment of the VVWRA service area. The spending limits and purchasing policies set forth herein shall not apply in the event of a proclaimed emergency.

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XII. Purchasing Card Accounts

Credit card accounts may be used by the General Manager and his/her designee to make reservations or charge purchases in the name of VVWRA without the submission of signed purchase orders for Authority travel, travel related expenses, business related meetings, business related meals, and non-routine commodity purchases.

The General Manager shall designate spend limits, which may not exceed Board authorized spend limits. An approved purchasing card may be used by employees authorized by the General Manager to purchase materials, supplies, and services or pay for travel-related expenses.

~~Purchasing card transactions are limited to a \$2,000 maximum per single transaction. Any purchases above \$2,000 require General Manager's approval prior to making purchases. All purchasing card transactions should be approved by department heads.~~

XIII. Violation of this Policy

Use of public resources or falsifying expense reports in violation of this policy may result in disciplinary action up to and including termination.

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XIV. Definitions

Act: The Uniform Public Construction Cost Accounting Act (California Public Contracts Code Section 22000 *et seq.*).

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Commission: The California Uniform Construction Cost Accounting Commission.

Cooperative Purchasing Agreements or Piggyback: Cooperative purchase agreements are when another governmental agency has performed a competitive bid process and allows other agencies to "piggyback" off of those bid prices offered. No formal or informal procedures shall then be required.

CUPCAA: The California Uniform Public Construction Cost Accounting Act.

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Facility: Any plant, building, structure, ground facility, utility system, subject to the limitation of subsection (4) of the definition for "public project" below, real property, streets and highways, or other public work improvement.

Maintenance Work: Any of the following: (1) Routine, recurring, and usual work for the preservation or protection of any VVWRA owned or VVWRA operated facility for its intended purposes; (2) Minor repainting; (3) Resurfacing of streets and highways at less than one inch.

Open Charge Account: A charge account that is the financial liability of VVWRA and can be used by VVWRA employees without providing the vendor with an authorized purchase order or purchase contract.

Open Ended Purchase Order: An authorized purchase order that is used for recurring expenditures up to a maximum stated amount. The vendor that is named on this type of purchase order submits invoices or other requests for payment as supplies and materials are furnished or as services are rendered.

Public Project: Any of the following: (1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition and repair work involving any VVWRA owned, leased or operated facility; (2) Painting or repainting of any VVWRA owned, leased, or operated facility; (3) In the case of a VVWRA owned electric utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, power plants, and electrical transmission lines of two hundred thirty thousand volts and higher. "Public project" does not include maintenance work as defined above.

Replacement: Expenditures for obtaining and installing process structures, equipment, and accessories which are necessary to maintain the capacity, authority, and performance for which such items were originally designed and constructed.

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Appendix A
Resolution 2022-09

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Appendix B
Resolution 2022-04

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Appendix C
Resolution 81-11
Statement of Policy on Emergency Operations

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Appendix D
Resolution Adopting CUPCCAA

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[Appendix E](#)
[Resolution 2026-02](#)



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Staff Report

TO: VVWRA Board of Commissioners

FROM: Darron Poulsen, General Manager

SUBMITTED BY: Latif Laari, Environmental Compliance Manager

DATE: 02/19/2026

SUBJECT: **Recommendation to authorize the General Manager to award a contract to NBJSOFT for the purchase and implementation of a new Water Information Management System (WIMS) to replace VVWRA's existing Operator10 and Synexus software. The total contract amount is \$146,900, which includes \$111,900 for a three-year subscription and \$35,000 for one-time implementation, pending final agreement review and approval.**

Fiscal Impact Yes

Account Code: 01-02-545-8026-9999

Funds Budgeted/ Approved: Yes

STAFF RECOMMENDATION

It is recommended that the Board of Commissioners authorize the General Manager to award a contract to NBJSOFT for the purchase and implementation of a new Water Information Management System (WIMS) to replace VVWRA's existing Operator10 and Synexus software. The total contract amount is \$146,900, which includes \$111,900 for a three-year subscription and \$35,000 for one-time implementation, pending final agreement review and approval. This recommendation is based on a comprehensive evaluation of five responsive proposals received through a competitive Request for Proposals (RFP) process that concluded on November 10, 2025.

PREVIOUS ACTION(S)

None

BACKGROUND INFORMATION

The Victor Valley Wastewater Reclamation Authority (VVWRA) issued Request for Proposals (RFP) No. 08212025 on August 21, 2025, seeking qualified firms to provide a comprehensive Water Information Management System (WIMS). The new system is intended to replace VVWRA's existing AllMax Software systems--Operator10 and Synexus Pretreatment Program Management--both of which have been in use since 2006 and are now considered obsolete.

Project Goals

The primary objectives for implementing the new WIMS include:

- **System Replacement:** Replace existing Operator 10 WIMS and Synexus Pretreatment software
- **Maximum Accessibility:** Provide a cloud-based solution with secure access from any device

- Centralized Data Management: Consolidate all wastewater-related data into a single integrated platform
- Enhanced Regulatory Compliance: Improve efficiency and accuracy in meeting environmental regulations
- Improved Operational Efficiency: Automate data collection, analysis, and reporting processes
- Data-Driven Decision-Making: Provide real-time insights and analytical tools
- Future-Ready Integration: Support long-term digital transformation goals

RFP Timeline

Action	Date
Release of Request for Proposal	8/21/2025
Mandatory Pre-proposal Meeting	9/16/2025
Deadline for Receipt of Proposals	10/6/2025

Procurement Process

The VVWRA received five responsive proposals from qualified vendors: Klir Inc. NJBSoft, IOSight Inc, Aquatic Informatics and Xylem Vue Inc.

All proposals were evaluated based on the following weighted criteria established in the RFP:

Evaluation Criteria	Weight
Compliance with functional/non-functional requirements	30%
Experience with similar wastewater treatment agencies	20%
Implementation approach and timeline	15%
Cost and licensing transparency	15%
Training, support, and documentation quality	10%
References and demonstration quality	10%
Totals	100%

Bid Results

The VVWRA received the following bid proposals:

Vendor	Annual Subscription	Implementation	Total Cost
Klir	\$34,500.00	\$2,500.00	\$37,000.00
Aquatics Informatics	\$35,000.00	\$159,000.00	\$194,000.00
IOSight	\$40,000.00	\$46,000.00	\$86,000.00
NJBSoft	\$37,000.00	\$35,000.00	\$72,000.00
Xylem Vue	\$132,624.00	\$592,808.00	\$725,423.00

Cost Analysis

While Klir Inc. submitted the lowest total cost at \$37,000, the evaluation process considered all weighted criteria, not price alone. NJBSoft's proposal of \$72,000.00 (Exhibit 1) represents a balanced approach between implementation costs and annual subscription fees, demonstrating

strong value for the comprehensive functionality required.

Key Strengths of NJBSoft Proposal

NJBSoft's proposal offered a comprehensive and fully compliant solution through its Smart Automated Management System (SAMS) platform. The system meets all functional and non-functional requirements outlined in the RFP, including automated integration with SCADA, LIMS, and operational databases, seamless migration of legacy data from Operator10 and Synexus, and full support for VVWRA's pretreatment program. Its cloud-based, SOC 2 Type II--certified infrastructure ensures secure, role-based access, while mobile-ready, AI-driven features enhance field operations and data analysis capabilities.

The firm demonstrates extensive wastewater industry experience, with over 5,500 system implementations nationwide and a 99% client retention rate. Notable projects include California American Water, Golden State Water Company, the City of Phoenix, and the Water Replenishment District of Southern California, showcasing NJBSoft's proven ability to deploy scalable and integrated solutions across diverse regulatory environments. This experience aligns closely with VVWRA's operational and compliance needs.

NJBSoft also presented a clear, phased implementation plan designed for completion within twelve months, including structured milestones, configuration control for VVWRA staff, and robust data validation. The proposal emphasizes effective training, ongoing technical support, and transparent cost structure. With open API integration across SCADA, GIS, CMMS, and LIMS platforms, the SAMS solution positions VVWRA for reliable, data-driven management and long-term adaptability.

Balanced Value Proposition

While NJBSoft is not the lowest bidder, the proposal offers the best overall value when considering all evaluation criteria. The implementation cost of \$35,000 is reasonable and significantly lower than Aquatic Informatics (\$159,000) and Xylem Vue Inc. (\$592,808). The annual subscription cost of \$37,000 is competitive and includes comprehensive functionality required to replace both Operator 10 and Synexus systems.

Financial Impact: Total Contract Value

Cost Component	Amount
One-time Implementation Costs	\$35,000.00
3 Years Subscriptions	\$111,900.00
Total Year #1 Cost	\$146,900.00

Budget Availability

Sufficient funds are available in the current fiscal year budget to support the implementation and first-year subscription costs. Annual recurring costs of \$42,000 will be included in subsequent fiscal year budgets.

Long-Term Cost Considerations

The proposed WIMS will replace two existing software systems (Operator 10 and Synexus), potentially resulting in net savings depending on current licensing costs. Additionally, the anticipated operational efficiencies, improved regulatory compliance, and reduced manual data entry will provide indirect cost savings and risk mitigation benefits.

Regulatory Compliance

The new WIMS directly supports the VVWRA's regulatory compliance obligations by:

- Automating regulatory reporting processes (NPDES, DMR, pretreatment reports)
- Providing real-time compliance monitoring and alerting
- Maintaining comprehensive audit trails and data versioning

- Supporting the federally approved pretreatment program with permit management and compliance tracking
- Enhancing data accuracy and timeliness for environmental reporting

Implementation Timeline

The anticipated implementation timeline is as follows: February 2026 to December 2026.

The vendor has committed to providing intensive hypercare support during the go-live period to ensure smooth transition and rapid resolution of any issues.

Recommendation:

It is recommended that the Board of Commissioners authorize the General Manager to award a contract to NBJSOFT for the purchase and implementation of a new Water Information Management System (WIMS) to replace VVWRA's existing Operator10 and Synexus software. The total contract amount is \$146,900, which includes \$111,900 for a three-year subscription and \$35,000 for one-time implementation, pending final agreement review and approval.

Attachments

Exhibit 1: Proposal

VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

WATER INFORMATION MANAGEMENT SYSTEM

**Presented by
NJBSoft**

**RFP No. 08212025
November 10, 2025**



NJBSoft, LLC
202 E Earll Dr., Suite 110
Phoenix, AZ 85012

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

SUBJECT: Proposal Submission for RFP No. 08212025 – Water Information Management System

Dear Mr. Laari and Greater VWVRA Evaluation Committee,

NJB Soft LLC (NJBSoft) is pleased to submit our proposal in response to VWVRA's Request for Proposals for a Water Information Management System. We appreciate the opportunity to support VWVRA in its transition to a modern, integrated system that streamlines operations, reduces manual effort, and ensures compliance with regulatory standards.

Our SAMS (Smart Automated Management System) platform is a commercial-off-the-shelf solution designed specifically for water and wastewater utilities. SAMS provides a single system for managing operational data, automating compliance reporting, and supporting mobile field collection, while integrating with VWVRA's existing SCADA, LIMS, GIS, and CMMS systems. With over 5,500 implementations nationwide and a 99%+ client retention rate, NJBSoft has the experience and focus to deliver a successful deployment tailored to VWVRA's needs.

Highlights of our solution include:

- Purpose-Built Functionality: SAMS supports DMR, ASR, CCR, and internal reporting out of the box, with automated workflows and built-in compliance logic.
- Secure, Scalable Hosting: Deployed in a SOC 2 Type II-certified environment on AWS or Azure, SAMS meets the highest standards for availability, security, and data privacy.
- Field-Centric Design: Offline-capable mobile tools for sampling, inspections, and plant rounds improve accuracy and reduce administrative burden.
- Ease of Administration: Configurable by VWVRA staff without code or vendor dependency, ensuring long-term flexibility and cost control.
- Proven Results: Our platform is trusted by utilities across North America, including San Antonio Water System, Pittsburgh Water & Sewer Authority and the City of Calgary.

We understand that this project is about building a sustainable, future-ready foundation for VWVRA's operations. Our team is committed to that vision and ready to support your success from implementation through long-term service.

All pricing in this proposal is firm for 90 days from the submission date. Please don't hesitate to contact me if we can provide any additional information.

Best regards,

A handwritten signature in blue ink, appearing to read 'Christina Merwin'.

Christina Merwin, PE
Sales Manager | NJBSoft
202 E. Earll Dr. | Phoenix, AZ 85012
(m) (210) 897-9979
christina.merwin@njbsoft.com

1. Executive Summary

The Victor Valley Wastewater Reclamation Authority (VWVRA) seeks to modernize its data infrastructure through an integrated, cloud-based Water Information Management System (WIMS). NJB Soft LLC (NJBSoft) is pleased to submit this proposal to deliver a proven, secure, and configurable solution that will replace VWVRA's legacy Operator10 and Synexus systems with a unified platform for operations, laboratory, and pretreatment data management.

Our **Smart Automated Management System (SAMS)** is a commercial-off-the-shelf (COTS) software suite purpose-built for water and wastewater utilities. It provides a **centralized data environment** for process operations, sampling, compliance reporting, and asset performance, eliminating redundant manual data entry, reducing manual reporting, and providing the analytics and automation VWVRA requires to meet the next generation of regulatory and operational expectations.

Understanding VWVRA's Goals

VWVRA's objectives, as outlined in the RFP and discussed during the September 16, 2025, pre-proposal meeting, are clear:

- **Replace Operator10 and Synexus** with a single, modern SaaS platform
- **Centralize operations, lab, and pretreatment data** for the Regional Plant and Apple Valley and Hesperia Sub-Regional Reclamation Plants
- **Automate compliance reporting** to meet Lahontan Regional Water Quality Control Board Orders R6V-2020-0028, R6V-2013-0004, and R6V-2013-0005
- **Integrate with existing systems** including SCADA, LIMS, GIS, and CMMS through open APIs
- **Enhance mobility and user access** for field sampling, inspections, and plant rounds
- **Strengthen data security and reliability** through cloud deployment meeting VWVRA's cybersecurity and data privacy standards

NJBSoft's SAMS platform was designed for precisely these outcomes. Our software consolidates multiple data sources into a unified environment, supports real-time validation and analytics, and enables automated generation of NPDES, WDR, and internal performance reports: all within a secure, scalable SaaS framework.

Proposed Solution

SAMS WIMS for VWVRA will deliver:

- **Integrated Data Management:** Seamless connectivity across SCADA (real-time plant process data), LIMS (laboratory results), and Pretreatment modules for industrial permitting, inspections, and enforcement.

WHY NJBSOFT & SAMS?	
	Sole Focus is Water & Wastewater Industry Compliance & Operations
	Integrations with GIS, SCADA, LIMS, CMMS, CIS/Billing, IoT & beyond
	Automations for Reminders, Due Dates, Workflows & more
	Flexible Reporting Tools (PDF, Excel, Mail Merge, etc.)
	SOC 2 Type II-Certified
	Audit-Logging & Audit Trails
	Role-Based Access Controls
	100% US-Based Implementation & Support Team
	Built, Implemented & Supported by Water Industry Veterans
	Esri GIS Bronze Partner

- **Regulatory Automation:** Automated DMR and compliance templates pre-configured to support reporting requirements.
- **Mobile-Ready Functionality:** Offline-capable mobile forms for sampling, plant rounds, and industrial inspections, with synchronization once re-connected.
- **Configurable Dashboards & Analytics:** Role-based dashboards, anomaly detection, and customizable alerts for operators, compliance staff, and management.
- **Cybersecure, Cloud-Hosted Platform:** Hosted in a **SOC 2 Type II-certified** environment on Microsoft Azure or AWS* with full encryption, audit trails, and redundancy.
- **Ease of Administration:** No-code configuration by authorized staff; future field, form, and report adjustments can be performed internally without vendor dependence.

*VWVRA has the choice of either Microsoft Azure or Amazon Web Services, both are available at the same price.

Implementation and Project Alignment

Our implementation plan aligns with VWVRA's target **12-month go-live** and includes:

1. **Project Kickoff and Configuration Workshops** – confirm scope, integrations, and data structure.
2. **Data Migration and Validation** – import and reconcile historical data from AllMax Operator10 and Synexus, with side-by-side QA/QC validation.
3. **System Configuration and Integration** – establish SCADA historian and laboratory connections and configure reporting templates for NPDES and WDRs.
4. **Training and Familiarization Sessions** – iterative, hands-on workshops at each milestone to develop user proficiency and incorporate feedback.
5. **Testing and Go-Live** – full functional testing followed by go-live and **two weeks of hyper-care**, during which VWVRA receives prioritized support.
6. **Post-Implementation Services** – ongoing hosting, maintenance, upgrades, and support under a defined Service Level Agreement (SLA).

Experience and Commitment

With over **5,500 implementations nationwide** and a **99% client retention rate**, NJBSoft brings unmatched experience delivering enterprise-grade water and wastewater data management systems. Our team has worked with utilities operating under California Regional Water Boards requirements and understands the operational and compliance requirements applicable to VWVRA's Regional and Sub-Regional facilities.

Our approach focuses on partnership, empowering VWVRA staff to maintain and evolve the system long-term while ensuring full regulatory alignment and sustainable performance.

Conclusion

VWVRA's modernization effort represents a forward-thinking investment in operational intelligence, regulatory readiness, and digital transformation. NJBSoft's SAMS platform offers the proven functionality, flexibility, and security to meet VWVRA's immediate and future needs. We look forward to supporting VWVRA's mission of protecting the region's water resources through innovation, reliability, and partnership.

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3. Identification of Proposer

Legal Name and Address of the Company

NJB Soft LLC (NJBSOft)
202 E Earll Dr, Suite 110
Phoenix, AZ 85012
United States

NJBSoft is a privately held limited liability company based in the United States. The company is headquartered in Phoenix, Arizona, and supports municipal and regional utilities nationwide with environmental compliance management software and services.

Legal Form of Company

NJBSoft is organized as a Limited Liability Company (LLC) and is taxed as an S-Corporation under the United States Internal Revenue Code.

Parent Company

NJBSoft, LLC is independently owned and operated and is not a subsidiary of any parent organization.

Authorized Representative for the Proposal

All communications regarding this proposal should be directed to:

Name: Christina Merwin
Title: Sales Manager
Company: NJBSoft, LLC
Address: 202 E Earll Dr, Suite 110, Phoenix, AZ 85012
Telephone: (210) 897-9979
Email: christina.merwin@njbssoft.com

Alternate Contact for Technical or Contractual Matters:

Name: Pranam Joshi
Title: President
Telephone: (480) 298-6341
Email: pranam.joshi@njbssoft.com

California Business License Number

NJBSoft is authorized to conduct business within the State of California and maintains an active registration in good standing. California Business License Number: 20230431035. Verification of this registration can be confirmed through the California Secretary of State's business database. Documentation verifying our ability to perform services in California will be provided to VWVRA upon request or at the time of contract execution.

Company Overview

Founded in 2009 by a team of water industry veterans and software engineers, NJBSoft was created to bridge the gap between compliance demands and intuitive, operations-focused software in the utility sector. Our flagship product, SAMS (Smart Automation Management Software), is a secure, cloud-based platform built specifically to support environmental compliance and operational

workflows across water, wastewater, stormwater, air quality, asset management, and cross-connection programs.

Built on an open, configurable database structure, SAMS delivers a unified architecture with seven out-of-the-box (OOTB) environmental compliance modules. The platform consolidates operational data from disparate systems, including SCADA, LIMS, CMMS, GIS, and billing, into a centralized system that improves visibility, automates workflows, and enables confident, data-driven decision-making.

Track Record and Specialization

NJBSoft supports over 5,500 utility systems across North America and maintains a 99% client retention rate. Our clients include the City of Phoenix, Pittsburgh Water & Sewer Authority, San Antonio Water System, Central States Water Resources, and Aqua. Our team brings deep experience implementing compliance platforms for public agencies managing treatment, operations, field inspections, industrial pretreatment, and regulatory reporting.

SAMS is continuously enhanced in partnership with utilities to ensure alignment with evolving local, state, and federal regulations. Whether streamlining field data collection, integrating with enterprise systems, or generating compliance-ready reports, SAMS provides a reliable and scalable solution purpose-built for the demands of utility operations.

4. Staffing Resources

NJBSoft will provide VWVRA with a dedicated ten-person team of experts in water and wastewater data management, software implementation, and regulatory compliance for the deployment of our SAMS Wastewater and SAMS Pretreatment modules. This multidisciplinary team will oversee every phase of the project, from kickoff, configuration, and integration through training, go-live and support, to ensure a smooth, timely, and successful implementation. Each team member brings specialized experience in cloud-based environmental compliance systems and has a clearly defined role to support VWVRA's operational and regulatory objectives.



Firm Staffing

Saqib Karori, PE* – Principal Project Manager, Saqib Karori will serve as Principal Project Manager for NJBSoft's implementation of the Water Information Management System for VWVRA. With nearly 25 years of experience supporting utilities through software deployment and process improvement, he will oversee project delivery from kickoff through go-live. Saqib will manage timelines, budget, and coordination with VWVRA staff to ensure successful implementation of the WIMS solution. He

specializes in software configurability, system integration, and data migration QA/QC, ensuring alignment with VWVRA's NPDES and sub-regional WDR requirements.

Sarah Schenkerberg – Associate Project Manager, Sarah Schenkerberg will serve as Associate Project Manager, bringing over 20 years of experience managing compliance-driven SaaS implementations for utilities and government agencies. She specializes in technical scoping, data migration, user acceptance testing, and change management. For VWVRA, Sarah will oversee implementation of the Pretreatment module, coordinating configuration, validation, and user onboarding to ensure the system supports permitting, inspections, and enforcement workflows.

Christina Merwin, PE* – Client Service Manager, Christina Merwin will serve as Client Service Manager, bringing over 15 years of experience partnering with water and wastewater utilities to deliver compliance and data management solutions. She has led programs focused on water quality, regulatory reporting, hydraulic modeling, and infrastructure planning. For VWVRA, Christina will ensure that client goals, regulatory objectives, and project deliverables remain aligned throughout implementation. She provides executive-level oversight, guiding coordination between NJBSoft and VWVRA to ensure a seamless deployment and long-term system success.

Alex Chakmak – Water/Wastewater SME, Alex Chakmak will serve as Wastewater Subject Matter Expert for NJBSoft's implementation of the Water Information Management System for VWVRA. He brings extensive experience in wastewater compliance and system implementation. Before joining NJBSoft, Alex led the Environmental and Water Quality Compliance team at Golden State Water Company, where he implemented the SAMS platform internally. For VWVRA, Alex will oversee system setup, integration, and testing to ensure the solution meets performance, schedule, and reporting requirements. He will also contribute to training development and support delivery of Administrator and User sessions.

Eric Snell* – Pretreatment SME, Eric Snell brings 30 years of experience in water and wastewater compliance and has led over 300 software implementations, focusing on Pretreatment. He will ensure VWVRA's Pretreatment module meets compliance needs by providing long-term software updates and support. Eric will manage the development of compliance schedules, regulatory reports, and customized queries tailored to VWVRA's pretreatment program.

Alex Arnold – Pretreatment Specialist, Alex Arnold has 12 years of experience managing pretreatment and environmental programs and has supported multiple utilities in achieving regulatory compliance. As Pretreatment Coordinator at Saint Vrain Sanitation District, Alex championed the creation and adoption of a fully approved pretreatment program with EPA. His hands-on experience and knowledge of pretreatment and water regulations will ensure the system is configured for VWVRA's operational needs, focusing on ease of use and effective data management.

Utsav Gosalia – Data Specialist, Utsav Gosalia is a data systems engineer with extensive experience implementing NJBSoft's SAMS platform for utilities nationwide, including California American Water, the Unified Government of Wyandotte County, and the City of Tempe. He will lead configuration and testing for VWVRA's system, focusing on data integration, compliance scheduling, and custom reporting. Utsav brings a strong background in regulatory workflows and database management, ensuring VWVRA's solution is secure, efficient, and aligned with operational and compliance needs.

Courtney Mafrici – Support Specialist, Courtney Mafrici will serve as Support Specialist for NJBSoft's implementation of the WIMS for VWVRA. She brings extensive experience managing system

configuration, user support, and post-implementation optimization for municipal and utility clients. Courtney specializes in translating complex technical concepts into clear user guidance and driving adoption through responsive, hands-on support. She has successfully supported implementations for agencies including California American Water, the City of Ontario, and the City of Buckeye. For VWVRA, Courtney will ensure smooth onboarding, documentation, and ongoing client support to maintain consistent system performance and user satisfaction.

Matthew Grewe, PE* – Technical Client Director, Matthew Grewe will serve as Technical Client Director, bringing over 20 years of experience supporting utilities with compliance, data management, and infrastructure programs. He will be actively involved in contract negotiations and scope alignment to ensure VWVRA's objectives are fully met.

Pranam Joshi, PE* – Founder & Technical Director, Pranam Joshi serves as NJBSoft's Founder and Technical Director, bringing over 20 years of experience in software architecture, system integrations, and environmental data management. He has led the design and development of NJBSoft's SAMS platform, overseeing its evolution into a comprehensive suite supporting water, wastewater, and pretreatment compliance programs. For VWVRA, Pranam will provide senior technical oversight and strategic guidance on system architecture, security, and integration with SCADA, LIMS, and GIS systems. His expertise ensures the implemented solution is scalable, secure, and configured to meet VWVRA's long-term operational goals.

Capacity to add personnel: NJBSoft can supplement the project team with additional configuration, integration, or training resources within two weeks of notice to maintain continuity during peak workloads or concurrent project phases. This ensures adequate staffing flexibility to meet VWVRA's needs throughout implementation.

No subcontractors are anticipated. All implementation, configuration, migration, integrations, and training will be performed by NJBSoft personnel listed above. If specialized support is required, VWVRA will be notified in advance and any proposed subconsultants will be identified by function prior to authorization, consistent with the RFP.

**The five principal individuals identified with an asterisk will be responsible for working directly with VWVRA and will lead key aspects of project management, coordination, and client oversight throughout the duration of the project. Two additional members were added because of pre-scheduled vacations surrounding the interview date shift.*

6. Experience and Technical Competence

Experience, Technical and Professional Skills/Competence

NJBSoft has over 15 years of continuous experience providing environmental compliance and data management software solutions to public utilities nationwide via our SAMS platform. Our technical and professional expertise directly supports VWVRA's goals of replacing legacy systems, automating compliance reporting, and enabling integrated data analytics across operations, laboratory, and pretreatment programs. The SAMS platform is built on a foundation of proven performance in wastewater treatment and regulatory environments similar to VWVRA's.

Technical Competence: NJBSoft maintains all development, hosting, and configuration resources in-house, including secure cloud infrastructure, API development, database engineering, and GIS integration. Our team utilizes enterprise-grade software tools and cybersecurity protocols compliant with SOC 2 Type II standards, employing encryption, audit trails, and role-based access controls. Beyond software engineering, our staff includes multidisciplinary specialists in wastewater operations, regulatory compliance, and systems integration, ensuring a complete, end-to-end capability to deliver and sustain the services required under this RFP.

This combination of technical depth, operational understanding, and in-house expertise positions NJBSoft to provide VWVRA with a scalable, secure, and fully integrated Water Information Management System that supports the Authority's operational, reporting, and regulatory objectives.

SAMS Platform Overview

NJBSoft's SAMAS platform is a secure, cloud-hosted system built to unify operational, laboratory, and pretreatment data across VWVRA's regional and sub-regional facilities. Designed to replace legacy systems like AllMax Operator10 and Synexus, SAMS centralizes process data, automates reporting, and supports analytics aligned with VWVRA's modernization goals and regulatory requirements.

With a modular architecture and open SQL database structure, SAMS integrates* seamlessly with:

- SCADA systems and historians (e.g., Ignition, AVEVA) for process monitoring
- LIMS platforms, as well as the ability to ingest 3rd party laboratory EDDs
- Esri-based GIS for spatial mapping and analysis
- CMMS and EAM systems for maintenance and asset management

*Integrations use secure REST/JSON APIs that meet VWVRA cybersecurity and audit-trail standards.



Core platform capabilities include:

- Centralized operational and compliance data management with real-time validation and alerts
- Configurable workflows for sampling, inspections, and reporting
- No-code form builders for operational, sampling, and inspection data
- Real-time dashboards for NPDES, WDR, and internal KPIs
- Offline-capable mobile data collection with full synchronization
- Role-based security with Single Sign-On and Active Directory integration

Hosting on secure, SOC 2 Type II–certified infrastructure (AWS or Azure) SAMS is designed for ease of use by field and operations staff, while also offering robust administrative tools for configuration, user management, and long-term system maintenance. It provides the flexibility needed for ongoing adjustments without requiring reimplementations or external consulting time.

SAMS Wastewater

The **SAMS Wastewater** module provides a complete platform for managing operational, laboratory, and compliance data across VWVRA's facilities. SAMS centralizes sampling schedules, field data collection, and laboratory results while maintaining full traceability through built-in chain-of-custody, audit trails, and QR code-enabled sample tracking.

SAMS automates data flow from SCADA, LIMS, and external laboratories, eliminating manual entry and reducing the risk of errors. The system validates analyte results against permit limits, ensuring accurate and timely regulatory reporting.

With point-and-click tools for sample planning, bottle label generation, and report configuration, SAMS simplifies compliance with state and federal monitoring requirements. Built-in calculations for flow, nutrient loading, and performance metrics are automatically performed and displayed in real-time dashboards and reports.

Fully cloud-based, SAMS provides secure mobile and web access for operators and administrators, ensuring that sampling, process monitoring, and data validation are seamlessly coordinated across the VWVRA facilities.

SAMS Pretreatment

The **SAMS Pretreatment** module centralizes management of Industrial User Permitting and compliance into one connected system. It tracks wastewater discharge permits, customer accounts, contact and facility information, outfalls, pretreatment devices, and sample ports, all linked directly to each account. This account-based structure allows staff to instantly view how each user contributes to a facility and generate new permits within minutes using preconfigured templates and limit sets.

SAMS automates compliance monitoring with an Industrial User Portal for self-monitoring submissions, reviewing submissions, manifests, and historical data. The system tracks all surcharge loadings, automatically applying rates and class factors to generate accurate billing data and streamline cost recovery.

Through integrated field forms and mobile access, users can capture inspection data, sample results, and violations in real time. SAMS enforces compliance workflows end-to-end with automations, from reminders and due dates to Notices of Violation and resolution tracking, ensuring timely follow-up and improved compliance across all permitted users.

Fully cloud-hosted, SAMS provides secure web and mobile access for both office and field users, as well as Industrial customers, helping VWVRA efficiently manage permitting, monitoring, enforcement, and billing across all industrial contributors.

Software Functionality and VWVRA Alignment

The SAMS Wastewater and SAMS Pretreatment modules will be configured to support compliance with NPDES Order R6V-2020-0028 and WDRs R6V-2013-0004 and -0005. These modules manage process, sampling, and regulatory data for VWVRA's Regional, Apple Valley, and Hesperia facilities, enabling:

- Automated capture of process and analytical data with built-in validation
- Compliance logic for effluent limits, MCLs, and other permit-specified discharge and monitoring requirements
- Integration for continuous data exchange
- Report generation for DMRs, WDR, self-monitoring, and recycled water use
- GIS-based visualization of sampling points and facilities
- Threshold-based alerts and automated tasks for out-of-range values
- Unified pretreatment management for permits, inspections, and enforcement

For VWVRA, these modules will be configured to reflect existing workflows and integrate with current tools. They allow staff to manage and visualize operational trends, track compliance deadlines, and respond quickly to anomalies. Dashboards, reports, and notifications are built using point-and-click tools, giving users control without vendor intervention. Functionality requirements responses are in **Appendix A**.

References & Project-Specific Experience

NJBSoft is providing the following reference utilities, including project scope and overall experience, capability of the proposed software and project understanding as to how these references relate to VWVRA's needs. NJBSoft was the prime for all the work presented below.

Organization Name	Ontario Municipal Utilities Company
Utility Details	Ontario Municipal Utilities Company (OMUC) serves nearly 200k customers in Southern California, managing water and wastewater operations across multiple divisions. The utility required a unified compliance management system to modernize and integrate its environmental programs and improve data accessibility across departments.
Timeframe	2022 to current
Project & Scope	OMUC selected NJBSoft's SAMS platform as its enterprise compliance management system to align with its operational and regulatory objectives. SAMS was implemented for Water, Industrial Pretreatment (IPP & FOG), and Cross-Connection programs. The implementation included a fully customized pretreatment module that mirrored OMUC's internal processes and workflows, something previously unattainable with off-the-shelf systems. SAMS also replaced the legacy billing-based backflow tracking system with an integrated, automated workflow that standardized communication with testers and customers.
Focus for VWVRA	• <i>Overall Experience:</i> Demonstrates NJBSoft's ability to support a large, multi-division California utility with tailored, cross-departmental workflows. • <i>Capability:</i> Showcases our strength in configuring and integrating Water, Wastewater, Pretreatment, and Cross-Connection modules to replace legacy systems and unify compliance management.

	<i>Understanding:</i> Reflects NJBSoft's expertise in developing flexible, configurable platforms that mirror each utility's operational structure and compliance requirements, ensuring long-term scalability and ease of use.
Contract Value	\$50k annual renewal, \$25k implementation services contract
Staffing	PM Courtney Mafrici, Implementation and support provided by Sarah Schenkerberg, Eric Snell, Kathleen Garcia, Utsav Gosalia and Pranam Joshi
Relationship	Support
Contact	Joline Neal Phone: (909) 395-2652 Email: jneal@ontario.gov

Organization Name	City of Phoenix
Utility Details	Serving over 1.6M customers, the City of Phoenix uses SAMS Water, Wastewater, IPP&FOG, and Stormwater to manage its compliance and operational programs.
Timeframe	2024 to current
Project & Scope	Implementation of SAMS Water, Wastewater, Industrial Pretreatment & FOG, and Stormwater modules; SCADA and LIMS integration; Esri GIS, SDWIS, and CDX reporting automation; 3rd-party lab data ingestion and real-time compliance monitoring
Focus for VWVRA	<i>Overall Experience:</i> Large-scale deployment with statewide regulatory complexity <i>Capability:</i> Multi-module, integrated compliance automation with dashboards and alerts <i>Understanding:</i> Supports Phoenix's SMART Water Initiative with tailored workflows
Contract Value	\$175k annual renewal, \$350k implementation services contract
Staffing	PM Saqib Karori and Sarah Schenkerberg, Implementation and support provided by Ken Marshall, Wade Keeler, Alex Arnold, Jigar Metha, CJ Carani and Pranam Joshi
Relationship	Ongoing
Contact	Christine Nunez Phone: (602) 534-2916 Email: christine.nunez@phoenix.gov

Organization Name	Water Replenishment District
Utility Details	The Water Replenishment District (WRD) manages groundwater resources for 43 cities across Southern California, ensuring long-term sustainability and regulatory compliance across multiple basins and facilities.
Timeframe	2023 to current
Project & Scope	Implementation of SAMS Wastewater to manage WRD's regulatory compliance and operational programs with integrations across SCADA, LIMS, GIS, and third-party laboratory systems. The project covered two WRD facilities and groundwater wells, completed within budget and schedule.
Focus for VWVRA	<i>Overall Experience:</i> Demonstrates deployment across a regional groundwater management agency supporting multiple treatment facilities. <i>Capability:</i> Seamless integration of process control, laboratory, and geospatial datasets into a unified compliance platform.

	<i>Understanding:</i> Reflects NJBSoft's ability to deliver secure, scalable, and regulatory-aligned wastewater data management systems.
Contract Value	\$40k annual renewal, \$35k implementation services contract
Staffing	PM Alex Chakmak, Implementation and support provided by Ken Marshall, Utsav Gosalia, Jigar Mehta, and Pranam Joshi
Relationship	Support
Contact	Joseph Liles Phone: (562) 275-4226 Email: jliles@wrdd.org

Organization Name	City of Buckeye
Utility Details	Serving a population over 100k, the City of Buckeye uses SAMS Water, Wastewater, Air Quality, Cross Connection, and Asset Management to manage its compliance and operational programs.
Timeframe	2022 to current
Project & Scope	Implementation of SAMS Water, Wastewater, Air Quality, Cross Connection, and Asset Management; integration with internal systems, SCADA, LIMS, GIS, and 3 rd party lab data ingestion; use of field collection tools and custom dashboards
Focus for VWVRA	<i>Overall Experience:</i> Mid-sized, high-growth city with evolving compliance demands <i>Capability:</i> Demonstrates out-of-the-box functionality and scalability <i>Understanding:</i> Tailored configuration for field-based operations and cross-departmental visibility
Contact	Michael Stewart Phone: (623) 349-6124 Email: mstewart@buckeyeaz.gov

Organization Name	California American Water
Utility Details	California American Water (CalAm) provides water and wastewater services across multiple districts in California, operating more than 30 water systems and ensuring compliance with state and federal regulations.
Timeframe	2019 to current
Project & Scope	CalAm has implemented SAMS Water for comprehensive compliance, reporting, and field data management. The system supports over 200 regulatory reports submitted monthly to the State for nearly 30 systems. In addition to scheduling, compliance, and reporting functions, CalAm uses SAMS to collect daily production field data for more than 100 wells, generate regulatory and operational reports, and manage NPDES permit data. CalAm also utilizes the SAMS mobile field data collection app to streamline NPDES field sampling and reporting.
Focus for VWVRA	<i>Overall Experience:</i> Proven statewide deployment supporting large-scale regulatory reporting and production data management. <i>Capability:</i> Centralized integration of field operations, compliance reporting, and NPDES tracking within one platform.

	<i>Understanding:</i> Demonstrates NJBSoft's ability to configure high-volume regulatory workflows that ensure data accuracy and transparency across multiple districts.
Contact	Victoria Kunda Phone: (916) 764-2582 Email: victoria.kunda@amwater.com

Organization Name	Golden State Water Company
Utility Details	GSWC provides water service to approximately 265k customer connections located within more than 80 communities in California. It manages compliance and operational programs for its 40+ systems throughout California using SAMS Water.
Timeframe	2019 to current
Project & Scope	Implementation of SAMS Water for automated reporting and centralized data management. The project integrations include SCADA, GIS, LIMS, and 3 rd party labs.
Focus for VWVRA	<i>Overall Experience:</i> Demonstrates reliability at scale across 80+ communities <i>Capability:</i> Unified reporting, compliance tracking, and mobile field data capture <i>Understanding:</i> Successfully manages decentralized systems and statewide requirements
Contact	Kate Martin Phone: (310) 867-0337 Email: kate.martin@gswater.com

Note: NJBSoft has not experienced any contract failures, withdrawals, terminations, debarments, or legal actions related to its performance or business conduct. The company maintains a record of full compliance, ethical practices, and successful completion of all contracted projects.

Local Experience & Knowledge of VWVRA's Operations

NJBSoft's work throughout Southern California, and the desert region has given our team a strong understanding of the regulatory and operational environment in which VWVRA operates. We have supported multiple utilities with compliance, reporting, and operational data management needs across similar desert climates, where water reuse, resource optimization, and system reliability are ongoing priorities. Our experience with agencies across the region provides the context and responsiveness necessary to support VWVRA's implementation.

Our experience includes implementing data management systems for utilities operating under comparable NPDES and WDR frameworks, where operational, laboratory, and pretreatment programs must share unified datasets for compliance reporting. We understand VWVRA's transition objectives, replacing AllMax Operator10 and Synexus with an integrated cloud-based WIMS to centralize data, automate reporting, and enhance analytics across SCADA, LIMS, GIS, and pretreatment functions.

NJBSoft's team understands the VWVRA's regional operations and commitment to efficiency. We recognize the importance of a single, centralized system to support consistent treatment performance, regulatory reporting, and long-term planning across VWVRA's regional and sub-regional facilities.

7. Proposed Method to Accomplish the Work

Technical and Management Approach

NJBSOft will deliver a secure, cloud-hosted WIMS through its SAMS platform, replacing VWVRA's existing Operator10 and Synexus applications. Our approach emphasizes a fully integrated, modular data management environment spanning operations, laboratory, and pretreatment workflows, configured to align with the RWQCB orders.

Our proposed implementation will ensure continuity of regulatory reporting, enable role-based access across the Regional Plant and the Apple Valley and Hesperia Sub-Regional Reclamation Plants, and streamline data exchange across all compliance functions.

Project Management and Communication

A dedicated NJBSOft project manager will lead coordination between VWVRA's operations, environmental, and IT teams. Bi-weekly status calls and a shared task tracker (via Monday.com) will ensure progress transparency. A formal Project Charter and Configuration Plan will be approved at kickoff, outlining roles, responsibilities, and acceptance criteria for each phase.

Draft Implementation Phases

Our method follows a proven, milestone-driven framework:

Phase	Key Tasks & Deliverables	Duration
1. Project Initiation & Planning	Kickoff meeting; finalize scope and success metrics; establish data migration and integration plan; security review.	Month 1
2. Configuration & System Setup	Configure SAMS WIMS modules for Wastewater Compliance (including DMR submissions), Operations, Pretreatment (including self-monitoring portals), Hauler portal, and Groundwater/Biosolids reporting; define user roles, sampling schedules, reports and dashboards.	Months 2–4
3. Data Migration & Validation	Extract, transform, and load historical data from AllMax Operator10 and Synexus; conduct QA/QC and side-by-side verification with VWVRA staff.	Months 4–6
4. Integration & Testing	Establish secure REST/JSON API connections to SCADA (Operator10 replacement) and GIS; 3 rd party LIMS connectivity via email ingestion; perform user acceptance testing.	Months 6–8
5. Training & Go-Live Preparation	Role-based training for operators, environmental staff, and administrators; recordings, and knowledge transfer documentation will be uploaded into SAMS for VWVRA to access on-demand. - Familiarity Sessions: Conducted as modules are configured to introduce workflows, gather feedback, and promote user adoption. - Administrator Training: Focused on configuration management, security roles, data validation, and report customization within VWVRA's environment.	Months 9–10

	End-User Training: Practical, workflow-based instruction for operations, pretreatment, and compliance staff, emphasizing real VWVRA data and processes.	
6. Go-Live & Post-Implementation Support	System cutover; performance verification; transition to production; 2-week hyper-care period with on-call support.	Months 11–12

Technical Approach

- **Cloud Architecture:** 100% SaaS environment hosted on secure, SOC 2 Type II certified infrastructure with encryption, audit logs, and role-based access controls.
- **Integrations:** Open API connections for SCADA historian, GIS (Esri), and EAM to support end-to-end data continuity. Third-party LIMS to be connected via email ingestion.
- **Data Management:** Configurable data models for flow, process, and sampling results, enabling automated compliance calculations and trend analytics.
- **Reporting and Compliance:** Embedded templates for NPDES, WDR, and pretreatment reporting with automated scheduling and electronic submittal exports.
- **Mobility:** Field inspection and sampling forms accessible via tablet and mobile browsers with offline data capture and synchronization.

Schedule and Milestones

The project is designed to achieve go-live within 12 months of contract award. Throughout implementation, NJBSoft will conduct short *familiarization sessions* as each configuration milestone is completed. These sessions give VWVRA staff early hands-on exposure to the system, encourage feedback, and reinforce process alignment before formal training. This incremental approach helps develop “muscle memory” within the team, ensuring a smoother transition and higher confidence at go-live.

Milestones:

- Project Kickoff – Month 1
- Configuration Complete – Month 4
- Data Migration Validated – Month 6
- Integration Interfaces Verified – Month 8
- Training Completed – Month 10
- System Go-Live – Month 12

Support

Go-live will be followed by a two-week hyper-care period during which VWVRA receives prioritized support to resolve any issues. Afterward, NJBSoft will continue to provide secure cloud hosting, regular upgrades, and technical support in accordance with a defined SLA. All support is handled by NJBSoft employees located in the United States, via email, phone or online ticketing.

8. Fee Proposal

In accordance with the RFP requirements, NJBSoft has provided a detailed, itemized cost proposal as a separate upload under the **Cost File** in PlanetBids. The Cost File includes the total lump-sum not-to-exceed amount for the complete scope of services, along with a schedule of hourly rates for additional services, consistent with the attached Professional Services Agreement.

9. Insurance

NJBSoft maintains all required insurance coverage in accordance with VWVRA's Professional Services Agreement, including general liability, automobile liability, workers' compensation, and professional liability (errors and omissions) policies meeting or exceeding the minimum coverage limits specified in Exhibit "C." Certificates of insurance and endorsements naming VWVRA, its members, and employees as additional insureds will be provided upon selection and prior to contract execution.

10. Litigation

NJBSoft, LLC affirms that it has not been involved in any litigation, arbitration, or claims, filed by or against the firm, related to the performance or provision of professional services within the past five (5) years. The company has not been a party to any disputes, settlements, or judgments arising from contract execution, nor has it initiated or been subject to any legal actions pertaining to its business operations. NJBSoft maintains a record of full contractual compliance and professional integrity in all engagements with public and private sector clients.

11. Other Information

Support & SLA

NJBSoft provides warranty on SAMS per our SaaS agreement. NJBSoft's SaaS Agreement (with SLA), Privacy Policy, and Terms of Service agreements can be found on and downloaded from our website at the links provided below:

- SaaS Agreement with SLA: <https://njbsoft.com/agreements/>
- Privacy Policy: <https://njbsoft.com/privacy-policy/>
- Terms of Service: <https://njbsoft.com/termsofservice/>

NJBSoft accepts the terms and conditions of VWVRA's Professional Services Agreement. For items not expressly governed by the Agreement for Services, NJBSoft respectfully requests incorporation of our standard SaaS Agreement to address software licensing, hosting, and data security provisions.

Standard Software Support: Included with you subscription pricing and beginning upon access, standard software support is categorized into 4 Levels with standard problem response times that are typical for the multiple different types of support requests by SAMS clients.

While these response times are the documented response times, the typical and standard support requests are addressed within hours and most within 48 hours.

Normal business hours for the SAMS support team is Monday through Friday, 6:00 am to 7:00 pm PT, and when needed 24/7 service outside of these hours. Customer service personnel are technical staff that can immediately assist for problem resolution.

The SAMS support team can be reached one of two ways, using our online support ticketing system or by on-call services via email or phone to VWVRA's dedicated account manager. The online support

ticketing system can be accessed, and tickets generated once the user has created an account online. On-call services and support are available 24 hours, 7 days a week. You will always be able to get in touch with a team member to help with a solution to questions or problems you may have regarding the software.

The table below shows the SAMS Team's standard service uptime and response times.

Measure	Metric	Standard	Comments
Availability	System is available for use	99.99% availability and access to Customer subscribed services, excluding times when maintenance is scheduled.	Availability is measured per calendar month
Problem Management	Severity Level 1 Problem Response	Upon notification the SAMS Team will provide its best efforts to resolve the problem(s) 100% within 1 business day followed by updates at least every 2 hours if the problem is not resolved.	Business Days are identified as 6:00 am to 7:00 pm CT
	Severity Level 2 Problem Response	Upon notification the SAMS Team will provide its best efforts to resolve the problem(s) 100% within 2 business days followed by updates at least every 2 hours if the problem is not resolved.	
	Severity Level 3 Problem Response	Upon notification the SAMS Team will provide its best efforts to resolve the problem(s) 80% within 5 business days and 100% within 10 business days followed by updates at least every 2 hours if the problem is not resolved.	
	Severity Level 4 Problem Response	Upon notification the SAMS Team will provide an initial response within 5 business days.	

12. Appendices

Appendix A – Features/Functionality Requirements Matrix

REQUIREMENT	NJBSoft RESPONSE
3.1.1. Data Collection & Integration	
Automated Data Ingestion: Ability to seamlessly integrate with existing or future SCADA systems, PLCs, laboratory information management systems (LIMS), and other operational databases.	Current Capability
Legacy System Data Migration: Specific capability to extract, transform, and load historical and current data from the existing AllMax Software Operator 10 and Synexis systems. This includes, but is not limited to, operational logs, reports, and compliance data.	Current Capability
Manual Data Entry: Secure and intuitive interfaces for manual data input where automation is not feasible (e.g., field observations, manual readings).	Current Capability
Data Validation: Configurable rules for data validation upon entry to ensure accuracy and completeness (e.g., range checks, data type validation).	Current Capability
Diverse Data Types: Support for various data types including numerical, text, date/time, geospatial (GIS integration), images, and documents	Current Capability
The WIMS must include AI-driven analytics capable of identifying patterns, anomalies, and trends across SCADA, LIMS, CMMS, GIS, AQMD, groundwater, and financial datasets (when connected). The system must provide predictive alerts with configurable thresholds and recommend corrective actions to operators and management.	Current Capability
3.1.2. Pretreatment Program Management	
Permit Management: User flows for creating, editing, and managing discharge permits (VWVRA manages a federally approved pretreatment program including significant and non-significant industrial users and FOG and Septic waste haulers), including required data fields, metadata, and permissions.	Current Capability
Compliance Alerting: Define exceedance triggers (e.g., single sample, daily/weekly averages) and configure notifications, issue tracking, assignment, and resolution workflows.	Current Capability
Configurable Limit & Monitoring: Set up limit sets for pollutants and enable automated linking to monitoring requirements and plans.	Current Capability
Data Exchange: Support for uploading sample data (via SFTP or UI), syncing reference data, and generating reports.	Current Capability
Customer & Asset Setup: Include workflows for customer and facility creation and discharge point configuration.	Current Capability
Analytics & Reporting: Provide dashboards or summaries for permit status, compliance trends, alerts, and historical data.	Current Capability

3.1.3. Data Management & Storage	
Centralized Database: A secure, cloud-based, scalable, and robust database capable of storing large volumes of historical and real-time data.	Current Capability
Data Versioning & Audit Trails: Track all data modifications, including who made the change, when, and what was changed.	Current Capability
Data Categorization & Tagging: Ability to categorize and tag data for easy retrieval and analysis.	Current Capability
Data Retention Policies: Configurable data retention policies in line with regulatory and organizational requirements.	Current Capability
3.2. Non-Functional Requirements	
3.2.1. Security	
Role-Based Access Control (RBAC): Granular permissions based on user roles and responsibilities.	Current Capability
Authentication: Support for secure user authentication, with the ability to integrate with existing Active Directory or SSO.	Current Capability
Data Encryption: Encryption of data at rest and in transit.	Current Capability
Auditability: Comprehensive logging of all user activities and system events.	Current Capability
Vulnerability Management: Regular security audits and penetration testing.	Current Capability



Contact

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Education

B.E. - Environmental Engineering

Shivaji University, India

M.S. - Environmental Engineering

University of Houston

Certifications and Licenses

- Licensed Professional Civil Engineer- State of Arizona

Professional Associations

- American Water Works Association
- Water Environmental Federation
- Engineers without Borders
- Water for People
- Equipment Manufacturer's Association



Saqib Karori

Professional Engineer

About

Mr. Karori is a professional engineer and a highly skilled leader. His strengths include collaboration, team and project management, and a visionary leadership style paired with a logical approach to conflict resolution and managerial practices. Mr. Karori brings 24 years of professional experience in both established and emerging water technologies, regulatory compliance, and business management. Mr. Karori offers strong technical and commercial expertise in complex project implementations, with comprehensive knowledge of water-related infrastructure spanning from planning and design to operations. He is proficient in the financial aspects of business management, excels at building consensus among stakeholders, promotes inclusivity, and proactively anticipates challenges to effectively mitigate risks. Additionally, Mr. Karori is a multilingual communicator.

Experience

City and County of Honolulu

Mr. Karori served as the project manager for the implementation of Pretreatment and FOG solutions for the City and County of Honolulu. The project involved complex integrations with Lucity, GIS, and other systems to streamline workflows and enhance operational efficiency. SAMS plays a critical role in the City and County achieving their compliance goals, which require tracking complex calculations and performance metrics. With multiple facilities spread across multiple locations, each subject to strict discharge limits, effective management of pretreatment and FOG programs is essential to preventing pollution, protecting wildlife, and preserving the island's primary economic driver, tourism.

Unified Government of Kansas City

Mr. Karori served as the project manager, leading the transition of the Unified Government's large and complex Pretreatment Program into a streamlined, digitally managed system. The implementation enhanced operational efficiency, ensured regulatory compliance, and simplified data tracking across all industrial users. The project also includes customer portals and integration with CROMERR - a compliant multi-factor authentication MFA for secure electronic submittals.

City of Calgary

Mr. Karori served as the project manager for a large-scale initiative for the City of Calgary, overseeing the implementation of complex Pretreatment, FOG, and Cross-Connection compliance programs. Mr. Karori led the deployment of a unified data platform that supported regulatory tracking, enhanced user engagement, and enabled seamless coordination across multiple program areas.

Environmental Engineering and Leadership Background

Before joining NJBSOFT, Mr. Saqib Karori had over 20 years of experience in environmental engineering and water treatment. He held leadership positions at AdEdge Water Technologies, including Director of the India Business Unit and Director of Project Management and Engineering. He also held project and senior engineering roles at Westland Resources, 4 Peaks Engineering, and NCS Engineers. Mr. Karori has co-authored several peer-reviewed publications on arsenic treatment and speciation. His background aligns strongly with projects involving regulatory compliance and cross-disciplinary coordination.



Sarah Schenkerberg

About

Sarah Schenkerberg is an experienced SaaS and compliance leader with over 20 years in the water and energy sectors. Ms. Schenkerberg has a proven track record of managing complex software implementations, optimizing cross-functional teams, and delivering regulatory success. Ms. Schenkerberg is an expert in municipal program delivery, client onboarding, and scaling operations across high-stakes government and utility environments.

Experience

NJBSoft

Ms. Schenkerberg leads large-scale municipal SaaS projects aimed at enhancing Pretreatment and FOG compliance through automation, reducing staff workload while improving regulatory adherence. Ms. Schenkerberg works directly with customers to design workflows that mirror internal processes, ensuring technical solutions are intuitive, effective, and compliant. Furthermore, Ms. Schenkerberg oversees configuration, testing, and deployment while fostering cross-functional collaboration to ensure smooth, timely implementations aligned with both regulatory requirements and user needs.

SwiftComply

Ms. Schenkerberg served as the VP of Customer Success, leading the implementation of more than 400 regulatory software projects across Cross Connection, FOG, and Pretreatment, standardizing workflows for municipalities through a unified SaaS solution. Ms. Schenkerberg drove high customer satisfaction (90%+ CSTAT) by delivering consistent results, proactive support, and strategic training programs that boosted compliance. She also scaled operations efficiently with reusable templates, automation, and thorough documentation while overseeing the full post-sales lifecycle from kickoff to long-term client engagement.

PG&E

Ms. Schenkerberg led a \$20 million digital transformation of PG&E's gas compliance systems, integrating SAP with GIS to modernize utility infrastructure management. Ms. Schenkerberg directed critical components, including data migration, change management, and comprehensive end-user training to ensure a smooth transition. Ms. Schenkerberg successfully met CPUC compliance mandates, resulting in the removal of key regulatory restrictions.

Contact

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Education

B.S - Psychology

University of California, Santa Cruz

Berkeley Extension Program

Berkeley, CA

Core Competencies

- Pretreatment & FOG Compliance
- Project Delivery
- SaaS Implementation
- Regulatory Technology
- Customer Onboarding
- Workflow Optimization
- Cross-Functional Leadership
- Government Contracts



Contact

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Education

M.S. - Industrial Engineering

University of Texas at San Antonio

B.S. - Civil Engineering

The George Washington University

Certifications and Licenses

- Licensed Professional Engineer in Civil Engineering, Texas
- Lean Six Sigma Yellow Belt, CAMLS at University of Texas at San Antonio

Professional Associations

- American Water Works Association of California/Nevada and Texas sections
- Water Environment Federation of California
- Water Environment Association of Texas, Resiliency and Cyber Security Committee member

Christina Merwin

Professional Engineer

About

Christina Merwin is a licensed engineer and software implementation leader with over 15 years of experience in utility operations, infrastructure planning, and compliance automation. As Sales Manager for NJBSoft, she guides utilities through the modernization of compliance, water quality, and asset management systems. Christina previously held roles at Autodesk Water (formerly Innovyze), MWH (now Stantec), San Antonio Water System, and OPOWER (now Oracle). She has helped utilities across the U.S. transform data management practices, specializing in planning, regulatory digitization, GIS-based analysis, and field operations.

Experience

Las Vegas Valley Water District

Ms. Merwin led the implementation of asset prioritization and capital planning software to support the utility's long-range CIP development. She integrated the new platform with the district's existing CMMS system, enabling real-time access to asset condition data, risk scores, and lifecycle cost models. The solution enhanced cross-departmental planning and supported defensible project justification.

East Bay MUD

Ms. Merwin played a key role in upgrading EBMUD's hydraulic modeling system from ArcMap to ArcGIS Pro, ensuring a seamless transition to the more advanced platform. She worked on data migration, model integrity verification, and workflow optimization to enhance system performance and usability.

Intel

Ms. Merwin completed a pilot-scale SBR system at an Intel facility, managing operations daily (e.g., reactor checks, chemical dosing, effluent sampling, and process troubleshooting). She monitored detailed procedures, tracked nutrient and biomass levels, and collected data for advanced wastewater treatment research.

Springfield Water & Sewer Commission

Ms. Merwin supported field inspections for the Commission's major CSO reduction initiative. She conducted detailed manhole surveys as part of the system condition assessment, including opening structures, collecting dimensional and structural data, capturing photographic documentation, and using survey-grade equipment to support alignment planning. Her work contributed to critical field data collection used to inform the design of deep tunnel routing and pump station upgrades along the Connecticut River corridor.

City of Houston

Ms. Merwin led the cost analysis of a planning study for sewer system upgrades under the proposed SSO consent decree. Her work delivered strategic recommendations that supported contract negotiations and long-term operational planning.

San Antonio Water System

Ms. Merwin began her professional career at SAWS in 2011, supporting master planning efforts for the BexarMet/DSP integration ahead of the ratepayer vote. Her work included the Anaqua Springs Ranch interconnect, SCADA-informed EPS modeling, 5-year infrastructure planning cycles, Vista Ridge, and various water supply integration efforts. She provided operational modeling and planning support across departments, contributing to the development of SAWS' long-term water supply and infrastructure strategy.



Contact

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Education

B.S - Biology

University of California Riverside

Certifications and Licenses

- Backflow Tester Certification, Arizona
- Water Treatment Grade 3, State of Arizona
- Water Distribution, Grade 2, State of Arizona
- Laboratory Analyst Grade IV, California Water Environment Association Water Treatment, Grade 2 State of California Department of Public Health Water Distribution, Grade 2, State of California Department of Public Health

Professional Associations

- American Water Works Association



Kenneth Marshall

About

Mr. Marshall is a highly educated and experienced water quality and laboratory professional, with over thirty years of experience in drinking water and wastewater regulatory testing, monitoring, and reporting. He has managed a state-certified water quality laboratory and oversaw a \$2 million testing budget for a large California municipality. He also led teams of water quality analysts in both Arizona and California, overseeing permitting, sampling, regulatory reporting, and customer service. Mr. Marshall implemented three Laboratory Information Management Systems (LIMS) and developed data trending and reporting tools using secure historical datasets. He has held multiple certifications in laboratory, water treatment and distribution, cross-connection control, and backflow prevention.

Experience

City of Surprise

Mr. Marshall supported comprehensive utility management efforts, including asset management, drinking water quality, wastewater operations, cross-connection program oversight, and industrial pretreatment program management.

Golden State Water Company

Mr. Marshall supported the implementation of a comprehensive water quality management system for Golden State Water Company, covering all 39 of their systems throughout California with 100% software adoption. His work included software setup, field data collection, mobile technology deployment, technology integration, and reporting. Additionally, the project involved driving digital transformation through integration with Power BI, Esri ArcGIS, and other advanced technologies.

City of Avondale, Goodyear, and Peoria

Mr. Marshall played a key role in implementing an integrated compliance platform that unified drinking water quality, wastewater operations, cross-connection control, and industrial pretreatment programs. Utilizing his extensive background in laboratory operations and regulatory reporting, he optimized workflows to ensure compliance with both state and federal requirements, while streamlining the end-to-end data process from field collection to final reporting.

City of Phoenix

Mr. Marshall supported the implementation of SAMS as a tool for managing all development service requests. This included integration with permitting systems and ArcGIS, the creation of custom workflows, automated email routing, and the development of reports that were electronically routed to local government oversight agencies.



Eric Snell

About

Mr. Eric Snell is the Product Lead for Pretreatment, FOG, and Cross-Connection programs for SAMS at NJBSoft. He is an expert in business process analysis, product design, and software implementation, with a strong focus on environmental compliance solutions and the information technologies used by utilities. Mr. Snell has served as a key specialist in data migration and systems integration across numerous successful projects. As a seasoned manager, he has led complex software implementations for major utilities in cities including Columbus, OH; Houston, TX; Detroit, MI; Los Angeles, CA; Boston, MA; Denver, CO; and many others throughout North America. His experience includes CROMERR application consulting for Pretreatment programs, national training for Pretreatment and FOG teams, and speaking engagements through the CWEA speaker database. He has managed both design-build and off-the-shelf compliance solution implementations, provided in-depth process mapping and business workflow consulting, and has personally overseen the successful deployment of over 200 compliance solutions across the country.

Contact

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Education

B.E. - Journalism

A.S. - Computer Science
Kansas State University

Professional Associations

- Water Environment Federation

Professional Speaking

- FIPA
- Region 6
- North Carolina Pretreatment
- C3P in California
- Region 8
- Pollution Prevention Resource Center (PPRC)
- Region 2

Experience

○ Unified Government of Wyandotte County

As a subject matter expert, Mr. Snell assisted the County in achieving their compliance goals using the SAMS Pretreatment Management solution, which included industrial discharge permitting, electronic reporting, sample scheduling, and field data collection. He also managed the County's CROMERR application process for state approval to receive electronically signed records from permitted industrial users.

○ GLWA

As Project Manager, Mr. Snell implemented an off-the-shelf pretreatment management solution that included industrial discharge permitting, electronic reporting, sample scheduling, and field data collection. He managed the GLWA CROMERR application process for state approval to receive electronically signed records from permitted industrial users. Additionally, he designed and implemented LIMS solution integration and provided training for both GLWA and industry users.

○ St. Louis County

Mr. Snell led data migration and integration for a multi-utility cross-connection management system. The county manages backflow prevention across multiple utilities and requires migration from a large legacy system, along with integration of new tester organization licensing data. The implementation involved deploying an off-the-shelf cross-connection software solution, which required careful data migration, process workflow development, and system integration to ensure successful adoption.

○ City of Memphis

As Project Manager, Mr. Snell implemented an off-the-shelf pretreatment management solution featuring industrial discharge permitting, electronic reporting, sample scheduling, and field data collection. He designed and implemented LIMS integration, provided training for City users, and developed a custom Annual Reporting utility for use in Tennessee.



Contact

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Education

B.E. - Biology

University of Northern Colorado

Certifications and Licenses

- Licensed Class 1
Wastewater Operator
Certified Backflow Inspector
and Tester

Professional Associations

- American Water Works
Association



Alex Arnold

About

Mr. Arnold is an Implementation Services Specialist at NJBSoft, where he supports staff and clients in configuring SAMS to meet their compliance goals. He also develops training materials, including workbooks and videos, to ensure customer success and satisfaction during their transition to SAMS. Mr. Arnold's wide range of experience makes him a valuable asset to the NJBSoft team.

Experience

City and County of Honolulu

Mr. Arnold supported the implementation and technology deployment of a functional Pretreatment and FOG data management system for Honolulu. This project covered all wastewater systems across the entire island of Oahu. The software implementation included water quality software configuration, field data collection via mobile technology, technology integration, and reporting. An important aspect of this initiative was migrating all users from paper records to online field data collection. Through a proven change management approach, the team successfully developed and implemented the system with 100% adoption.

St Vrain Sanitation District

Mr. Arnold led and implemented a comprehensive Utility Information Management System pretreatment program from the ground up. He identified industries requiring permits and defined the approval process to ensure the compliance program met EPA requirements for the district. Additionally, he conducted plan reviews and provided guidance to both internal teams and external stakeholders.

City of Longmont

Mr. Arnold effectively managed enforcement tracking to ensure local commercial customers complied with annual testing requirements for their backflow devices.

Metro Wastewater Reclamation District

Mr. Arnold managed chains of custody with laboratory and collections staff to ensure regulatory compliance was maintained. He completed and submitted monthly Discharge Monitoring Reports (DMRs) for various agencies within the district. Additionally, he inspected facilities for SPCC compliance with full documentation and oversaw the collection and proper disposal of hazardous waste.

City of Northglenn

Mr. Arnold served as a Compliance and Cross Connection Control Specialist, ensuring compliance was maintained for both programs internally. During his tenure, he collaborated with water and wastewater staff to streamline compliance reporting and provided key performance indicators (KPIs) for staff and management to effectively track progress.



Contact

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Education

B.S. - Chemical Engineering

Institute of Chemical Technology, India

M.S.- Chemical Engineering

Institute of Chemical Technology, India

Professional Associations

- American Water Works Association

Utsav Gosalia

About

Mr. Gosalia is an Application Engineer for NJBSoft, supporting software setup and implementation for numerous SAMS projects, including those for California American Water Company, American Water Company, the City of Tempe, and Golden State Water Company. Mr. Gosalia has contributed greatly to the oversight and execution of compliance schedules, regulatory reporting, such as Consumer Confidence Reports, and the development of customized reports, queries, and data visualizations.

Experience

California American Water

Mr. Gosalia collaborated with California American Water and the NJBSoft team to implement a comprehensive compliance system in SAMS, supporting Air Quality, Water, and Stormwater programs. His ability to analyze program requirements and help develop streamlined workflows has been instrumental in enhancing operational efficiency.

City of Chandler

Mr. Gosalia ensured that the City of Chandler fulfilled all custom data collection requirements across its compliance programs. The city utilizes SAMS for Water, Wastewater, Cross-Connection, Industrial Pretreatment, and FOG. Mr. Gosalia's ability to build custom forms was instrumental in helping the team achieve the compliance goals established at the beginning of the project. New custom features were successfully delivered, and all compliance requirements were met across three different departments and five compliance programs.

Toho Water Authority

Mr. Gosalia, in collaboration with the NJBSoft team, implemented a fully functional Cross Connection program along with a complex status workflow capable of supporting both the Authority and two third-party contractors. He completed the project within scope and budget, without any change orders, and successfully integrated multiple technologies, including SAP, Service Link, Maintenance Connect, and the ACSI billing system. The successful implementation included software configuration, field data collection, mobile technology deployment, system integration, and reporting.

Pittsburgh Water and Sewer Authority

Mr. Gosalia led the implementation of PWSA's comprehensive SAMS deployment, which includes modules for Water, Wastewater, Stormwater, Air Quality, and Asset Management. He collaborated closely with PWSA to configure each module according to their operational and regulatory requirements, ensuring seamless integration and strong user adoption. The deployment supports unified data management, streamlined field operations, and automated compliance reporting. Mr. Gosalia continues to provide support as part of PWSA's multi-year engagement with NJBSoft.



Contact

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in <https://www.linkedin.com/in/courtney-mafrici/>

Education

MBA - Marketing

Union Graduate College, Schenectady, NY

B.S. - Mathematical Theory

Union College, Schenectady, NY

Core Competencies

- Project Management & Process Improvement
- SaaS Implementation & Configuration
- Inventory & Supply Chain Optimization
- Vendor & Supplier Relationship Management
- Data Analysis & Forecasting (Excel, SQL)

Courtney Mafrici

About

Courtney Mafrici is an analytical professional with extensive experience managing complex projects, implementing SaaS-based solutions, and simplifying technical concepts for non-technical audiences. Skilled in cross-functional leadership, process optimization, data-driven decision-making, and strategic planning.

Experience

○ NJBSoft

Ms. Mafrici manages the support and configuration of SAMS software for municipal and utility clients, ensuring successful deployment within project scope, timelines, and budgets. She provides expert-level user support, translating complex technical concepts into clear guidance for non-technical stakeholders. By collaborating with cross-functional teams and maintaining detailed documentation, she strengthens client onboarding, enhances system adoption, and drives long-term customer satisfaction.

○ City of Buckeye, AZ

Ms. Mafrici was a core lead for implementing the quarter-sections feature, enabling operators to select assets by quarter-mile areas instead of relying solely on the manual lasso tool. She enhanced reporting accuracy and ensured the successful closeout of punch list items, contributing to a smooth asset management go-live. Through consistent responsiveness and effective problem-solving, she built a strong partnership with the client and earned recognition for her commitment to their success.

○ Ontario Municipal Utilities Comp, CA

Ms. Mafrici guided Ontario through the evaluation of transitioning from a standard IPP form to standard IPP features, presenting options that would increase system reliability and ease of use. She also introduced efficiencies in the cross-connection testing process and developed a streamlined document upload workflow, reducing administrative effort. To strengthen collaboration, she established recurring client meetings to ensure clear priorities, progress tracking, and accountability. Several of her proposed enhancements for Ontario have since been adopted more broadly, improving operations for other NJBSoft clients as well.

○ California American Water, CA

Ms. Mafrici provided high-level project management and client support, ensuring that service requests were handled in a timely and organized manner. She coordinated regular meetings with the client and internal teams to maintain alignment on priorities, track deliverables, and foster transparency. In addition to supporting daily operations, she collaborated on new feature rollouts and reporting enhancements, driving smooth adoption and reinforcing client confidence in NJBSoft's solutions and long-term partnership.



Matthew Grewe

Professional Engineer

About

Mr. Grewe is the Sales Director at NJBSoft, bringing over 16 years of experience working with utilities and software solutions. He has deep expertise in utility compliance, operations, and engineering principles, with a strong focus on various utility information technologies, including GIS utility data management and asset management. Mr. Grewe has served as a client manager on numerous water information technology implementation projects for major utilities such as San Antonio Water System, Pittsburgh Water and Sewer Authority, Aqua America, East Bay Municipal Utility District, the City of Phoenix, and EPCOR.

Experience

San Antonio Water System (SAWS)

Mr. Grewe collaborated with San Antonio Water System (SAWS) and the NJBSoft team to implement a robust compliance solution that not only fulfilled regulatory requirements but also addressed specific contractual obligations. While SAMS provided a strong foundation with its core features, customized workflows were developed to meet SAWS's unique functional needs. Managing over 90 contracts, including recycled water and interconnect agreements, SAWS now leverages SAMS far beyond its original purpose of compliance.

Pittsburgh Water and Sewer Authority (PWSA)

Mr. Grewe led the PWSA team to achieve their compliance goals identified at the start of his project. New custom features were successfully delivered and proved highly functional. All compliance requirements were met and exceeded across three departments and five compliance programs.

Aqua America Water

Mr. Grewe and the NJBSoft team collaborated to deliver a functional water quality management system for Aqua Water, completing the project within scope and budget without any change orders. The implementation integrated multiple technologies, including SAP, ServiceLink, Maintenance Connect, and the ACSI billing system. The solution has been rolled out across eight states, including Texas, achieving 100% software adoption for all water and wastewater utilities. The implementation encompassed water quality software setup, field data collection, reporting, mobile technology deployment, and system integration.

East Bay MUD

Mr. Grewe collaborated with East Bay Municipal Utility District (EBMUD) to ensure that the contract and technology met their specific and complex requirements. Given EBMUD's size and complexity, an advanced, tailored solution was essential. Mr. Grewe's efforts were instrumental in securing NJBSoft's current 10-year contract with EBMUD.

Contact

✉ Matthew.grewe@njbsoft.com

🌐 <https://www.linkedin.com/in/matthew-grewe-35155980/>

Education

B.S. - Environmental Science

Ashland University

M.S.- Environmental Engineering

University of Central Florida

Certifications and Licenses

- Licensed Professional Civil Engineer – Texas, Florida, and Georgia

Professional Associations

- American Water Works Association





Pranam Joshi

Professional Engineer

About

Mr. Joshi is President of NJBSoft and brings extensive expertise in software architecture, design, implementation, and support to this project. He is also an expert in various utility information technologies, including GIS and utility data management, asset management, application integration, real-time simulation, and modeling. Mr. Joshi has served as project manager on numerous water information technology implementation projects for major clients such as American Water Company, Suez America, Aqua America, LADWP, Golden State Water Company, City of Phoenix, and Global Water. Mr. Joshi's experience includes custom software development tools and expertise. He is highly skilled in software architecture, design, and implementation. Notably, he led the implementation of a software solution for Suez America that covered eight states and over 100 cities and utilities. He also trained and implemented software for Aqua America, supporting more than 2,500 water systems across the United States.

Experience

○ Suez Water

Mr. Joshi delivered a fully functional water quality management system for Suez Water within scope and budget, without any change orders. The system was rolled out across eight states and implemented for all water and wastewater utilities, achieving 100% software adoption. The implementation included water quality software setup, field data collection, mobile technology deployment, technology integration, and reporting. A key aspect of the project was migrating all users from paper records to online field data collection. Through a proven change management approach, the team successfully developed and implemented the system with complete adoption.

○ Aqua America Water

Mr. Joshi delivered a functional water quality management system for Aqua America within scope and budget, without any change orders. The solution integrated multiple technologies, including SAP, ServiceLink, Maintenance Connect, and the ACSI billing system. It has been rolled out in over eight states and deployed across all water and wastewater utilities, achieving 100% software adoption. The implementation encompassed water quality software configuration, field data collection, mobile technology deployment, technology integration, and reporting.

○ Los Angeles Department of Water and Power (LADWP)

Mr. Joshi led a unique implementation of SAMS Water tailored specifically to LADWP's positive coliform testing requirements. The solution leverages text message communication to establish, transfer, and track work orders, which are automatically updated on executive dashboards. This system primarily ensures that no task is missed.

○ City of Surprise

Mr. Joshi delivered a comprehensive asset management system, including drinking water quality management, wastewater management, cross-connection program management, and industrial pretreatment program management.

Contact

✉ Pranam.joshi@njbsoft.com

🌐 <https://www.linkedin.com/in/pranam-joshi-56ab8367/>

Education

B.E. - Chemical Engineering

Gujarat University, India

M.S. - Environmental Engineering

University of Houston

Certifications and Licenses

- Licensed Professional Civil Engineer – Arizona, Missouri

Professional Experience & Associations

- American Water Works Association
- American Society of Civil Engineers
- President, NJBSoft LLC
- Vice President, NCS Engineers
- Director of Acmatix Solutions Pvt Ltd
- Director of Services, Asia. Bentley Systems, Inc





VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Agenda Item

TO: VFWRA Board of Commissioners
FROM: Darron Poulsen, General Manager
SUBMITTED BY: Xiwei Wang, Accounting Supervisor
DATE: 02/19/2026
SUBJECT: Finance Report 4th Quarter

Attachments

Quarterly Financial Statements December 2025

Victor Valley Wastewater Reclamation Authority



Financial and Cash Reports

For the Quarter Ended December 31, 2025

Executive Summary of Financial Statements

For the Quarter Ended December 31, 2025

1. Cash balance on December 31, 2025, is \$24,776,654 with reserves required for operations. The agreements with State Water Resources Control Board require we maintain the loan principal and interest payment amount for the following year.

G/L Account	Description	Balance	% of Total
1000	DCB Checking Account	\$ 1,125,264	4.54%
1030	DCB Sweep Account	4,158,697	16.78%
1070	LAIF	7,548,726	30.47%
1074/1075	Cal Trust	11,943,967	48.21%
	Total Cash	<u>\$ 24,776,654</u>	<u>100.00%</u>

2. The financial statements for the quarter ended December 31, 2025, show a surplus of \$602,973 (a cumulative year-to-date loss of \$42,955) to reflect \$3,080,345(a cumulative \$6,172,614) depreciation expense. The depreciation expense is a part of the financial statements but does not affect our cash flow.
3. The user fee revenue for the quarter is lower than the original budgeted average quarterly amount by \$235,762 due to the lower influent treatment volume for the second quarter in FY 2026. The connection fee revenue received during the quarter is higher than the original budgeted average quarterly amount by \$826,730. The expenses are usually what the staff processed during the quarter that may not match corresponding revenues. The staff will record matching expenses at the year-end by accruing incurred costs.



Xiwei Wang, Director of Finance and Procurement

Victor Valley Wastewater Reclamation Authority

CASH AND RESERVE SUMMARY

December 31, 2025

G/L Account	Description	Balance	% of Total
1000	DCB Checking Account	\$ 1,125,264	4.54%
1030	DCB Sweep Account	4,158,697	16.78%
1070	LAIF	7,548,726	30.47%
1074/1075	Cal Trust	11,943,967	48.21%
	Total Cash	<u>\$ 24,776,654</u>	<u>100.00%</u>

G/L Account	Description	Beginning Balance	Deposits or (Disbursement)	Ending Balance
1070	LAIF	4,502,832	3,045,894	7,548,726
	Quarterly Interest Earned			Quarterly Yield
		45,894		1.02%

G/L Account	Description	Beginning Balance	Deposits or (Market Fluctuations)	Ending Balance
1074/1075	Cal Trust	11,818,607	125,360	11,943,967
	Quarterly Interest Earned			Quarterly Yield
	excluding Value Fluctuation	119,491		1.01%

	Current Balance	Restricted	Assigned
O&M Reserve: 10% of Prior Year Budgeted Operating Expenses	\$ 2,220,900	\$	\$ 2,220,900
R&R Reserve: 1% of Land Improvements/Plants/Interceptors PY CAFR	3,048,015		3,048,015
Reserve for SRF Payments (P& I) - Operating	2,749,738	2,749,738	
Reserve for SRF Payments (P& I) - Capital	1,295,052	1,295,052	
Cash Available for Operations and Capital	15,462,948	-	
Total Cash	<u>\$ 24,776,654</u>	<u>\$ 4,044,790</u>	<u>\$ 5,268,915</u>

SRF LOAN PAYMENTS:

	9.5 MGD, 11.0 MGD, NAVI, Phase III-A	Upper Narrows Replacement	Nanticoke Bypass	Sub-Regional Apple Valley	Sub-Regional Hesperia	Total
Reserve for SRF Payments (P& I) - Operating	\$ 770,708	257,745	203,725	625,220	892,340	\$ 2,749,738
Reserve for SRF Payments (P& I) - Capital	256,902	-	67,909	399,731	570,510	1,295,052
	<u>\$ 1,027,610</u>	<u>257,745</u>	<u>271,634</u>	<u>1,024,951</u>	<u>1,462,850</u>	<u>\$ 4,044,790</u>

Payment Schedule

Upper Narrows Replacement	December	257,745
Subregional - AV	February	1,024,951
Subregional - HES	February	1,462,850
Phase III-A	June	1,027,611
Nanticoke	June	271,633
		<u>\$ 4,044,790</u>

- Notes:
- The above investments are in compliance with the VVWRA investment policy.
 - The above investments are made based on the prediction that the Authority will meet its anticipated expenditure requirements for the next six months.

Victor Valley Wastewater Reclamation Authority
Statement of Net Position
December 31, 2025

<i>Assets and Deferred Outflows of Resources</i>	<i>2026</i>
Current assets:	
Cash and cash equivalents	\$ 24,776,654
Interest receivable	96,092
Accounts receivable	6,717,548
Accounts receivable - Lease	1,165,470
Accounts receivable - Other	6,174
Allowance for Doubtful Accounts	(174,521)
Materials and supplies inventory	20,094
Prepaid expenses and other deposits	375,904
Total current assets	32,983,415
Fixed assets:	
Capital assets not being depreciated	4,105,607
Capital assets being depreciated	138,325,206
Total capital assets	142,430,813
Total assets	175,414,228
Deferred outflows of resources	
Deferred outflows of resources - OPEB	237,718
Deferred outflows of resources - pension	2,718,983
	2,956,701
Total	\$ 178,370,929
<i>Liabilities, Deferred Inflows of Resources, and Net Position</i>	
Current liabilities:	
Accounts payable and accrued expenses	\$ 982,623
Accrued interest on long-term debt	186,035
Long-term liabilities - due within one year:	
Compensated absences	768,072
Lease payables	793,904
Loans payables	61,757,224
Other payables	-
Total current liabilities	64,487,858
Non-current liabilities:	
Long-term liabilities - due in more than one year:	
Compensated absences	-
Other post employment benefits payable	2,402,485
Lease payables	-
Loans payable	-
Net pension liability	7,839,265
Other payables	90,632
Total non-current liabilities:	10,332,382
Total liabilities	74,820,240
Deferred inflows of resources	
Deferred inflows of resources - OPEB	1,456,140
Deferred inflows of resources - pension	273,632
Deferred inflows of resources - lease	977,768
	2,707,540
Net position:	
Net investment in capital assets	85,776,342
Restricted for capital projects	-
Restricted for SRF loan covenant	4,044,789
Unrestricted	11,064,973
Decrease in net position FY 2024	(42,955)
Total net position	100,843,149
Total	\$ 178,370,929

Victor Valley Wastewater Reclamation Authority
Revenues and Expenses
Operations and Maintenance
For the Quarter Ended December 31, 2025

	Quarter Actual October - December	YTD Actual FY 25-26	Approved Budget FY 25-26
REVENUES			
User Charges	\$ 7,964,279	\$ 15,976,280	\$ 32,800,164
Sludge Flow Charge	62,752	119,305	144,000
High Strength Waste Surcharges	6,333	17,477	12,000
Post Consumer Food Waste Revenue	-	-	-
Septage Receiving Facility Charges	162,153	356,270	960,000
Reclaimed Water Sales	19,670	42,363	97,703
Potable Well Water Sales	558	1,089	-
Interest	218	441	-
Pretreatment Fees	13,100	28,275	55,150
FOG Revenue	4,958	22,620	-
Grant - CalRecycle	-	-	-
Grant - USDA	-	-	-
Lease	21,381	40,062	500,000
Settlement Revenue	-	-	-
Sale of Assets, Scrap, & Misc Income	28,923	7,018	2,220
Total REVENUES	\$ 8,284,325	\$ 16,611,200	\$ 34,571,237
EXPENSES			
Personnel	\$ 2,309,061	\$ 4,820,734	\$ 9,756,126
Maintenance	925,696	2,261,590	5,575,317
Operations	1,500,082	3,093,183	7,506,415
Administrative	619,517	1,439,904	3,998,060
Contingency	702,356	1,267,103	725,000
Total EXPENSES	\$ 6,056,712	\$ 12,882,514	\$ 27,560,918
Revenues over Expenses before Depreciation, Debt Service and Transfers	\$ 2,227,613	\$ 3,728,686	\$ 7,010,319
Depreciation Expense	3,080,345	6,172,614	-
Lease Payments	-	109,427	-
DEBT SERVICE			
SRF Principal	\$ -	\$ -	2,234,190
SRF Interest	32,804	32,804	515,546
	\$ 32,804	\$ 32,804	\$ 2,749,736
FUND TRANSFERS IN			
Salary/Benefits Charge from Capital	\$ -	\$ -	-
Admin Charge from Capital	-	-	-
Total FUND TRANSFERS IN	\$ -	\$ -	\$ -
FUND TRANSFERS OUT			
Transfer to Repairs and Replacements Fund	\$ -	\$ -	-
Inter-fund loan payment to Capital	-	-	-
Total FUND TRANSFERS OUT	\$ -	\$ -	\$ -
Excess Revenues Over Expenses	\$ (885,536)	\$ (2,586,159)	\$ 4,260,583

Victor Valley Wastewater Reclamation Authority
Revenues and Expenditures
Capital
For the Quarter Ended December 31, 2025

	October - December	YTD Actual FY 25-26	Approved Budget FY 25-26
REVENUES			
Connection Fees	\$ 1,287,426	\$ 2,167,119	\$ 1,842,783
Title 16 Grant - Subregional	-	-	-
Grant- Water Recycling	-	-	-
Sale of Assets, Scrap, & Misc Income	-	-	-
Interest	225,214	386,950	62,610
Grant - CalRecycle	-	-	300,000
Grant - USDA	-	-	-
CEC Microgrid Grant	-	-	-
FMV Adjustment	5,869	20,531	-
Total REVENUES	<u>\$ 1,518,509</u>	<u>\$ 2,574,600</u>	<u>\$ 2,205,393</u>
CAPITAL EXPENSES			
Personnel	\$ -	\$ -	\$ -
Maintenance	-	-	-
Operations	-	-	-
Administrative	-	(2,054)	-
Construction	30,000	33,450	-
Total CAPITAL EXPENSES	<u>\$ 30,000</u>	<u>\$ 31,396</u>	<u>\$ -</u>
Revenues over Expenses before Debt Service and Transfers	<u>\$ 1,488,509</u>	<u>\$ 2,543,204</u>	<u>\$ 2,205,393</u>
DEBT SERVICE			
SRF Principal	\$ -	\$ -	\$ 1,039,145
SRF Interest	-	-	255,908
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,295,053</u>
FUND TRANSFERS IN			
Capital Recovery - Septage from O&M	\$ -	\$ -	\$ -
Interfund Loan Payment from O&M	-	-	-
Total FUND TRANSFERS IN	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
FUND TRANSFERS OUT			
Salary/Benefits Charge to O & M	\$ -	\$ -	\$ -
Admin Charge to O & M	-	-	-
Total FUND TRANSFERS OUT	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess Revenues Over Expenses	<u>\$ 1,488,509</u>	<u>\$ 2,543,204</u>	<u>\$ 910,340</u>

Accrual Basis

Victor Valley Wastewater Reclamation Authority
Statements of Cash Flows
For the Quarter Ended December 31, 2025

	<u>2026</u>
Cash flows from operating activities:	
Cash receipts from customers	\$ 6,101,172
Cash paid to employees for salaries and wages	(2,232,766)
Cash paid to vendors and suppliers for materials and services	<u>(4,326,834)</u>
Net cash provided by operating activities	<u>(458,428)</u>
Cash flows from capital and related financing activities:	
Acquisition and construction of capital assets	(726,857)
Payments for flood damage	-
Proceeds from connection fees	1,105,537
Proceeds from grant funding	-
Proceeds from loans	-
Principal and Interest paid for long-term debt	<u>-</u>
Net cash provided by (used in) capital and related financing activities	<u>378,680</u>
Cash flows from investing activities:	
Proceeds from sale of investments	-
LAIF FMV Adjustment	-
Investment earnings	<u>171,255</u>
Net cash provided by investing activities	<u>171,255</u>
Net increase in cash and cash equivalents	91,507
Cash and cash equivalents, beginning of quarter	<u>24,685,147</u>
Cash and cash equivalents, end of quarter	<u>\$ 24,776,654</u>
Reconciliation of cash and cash equivalents to the statements of net position:	
Cash and cash equivalents	\$ <u>24,776,654</u>
Total cash and cash equivalents	<u>\$ 24,776,654</u>

VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY
SRF LOAN SUMMARY
December 31, 2025

Existing Phase IIIA Regulatory Upgrades	Existing UN Replacement Project	Existing Nanticoke Pump Station Bypass	Existing Apple Valley Sub-Regional	Existing Hesperia Sub-Regional	Total Agreed SRF Loans
--	--	---	--	--------------------------------------	---------------------------

SRF LOAN #

Original Amount Financed
SRF Interest Rate (fixed)
Local Match Amount
Principal Forgiveness
SRF Amount Borrowed
Annual Payment Amount
Annual Payment Due Date
Loan Term (years)
Years remaining

5376	7805	7833	4806	4807	
\$ 18,581,561.00	\$ 4,286,380.00	\$ 4,495,212.79	\$ 26,455,228.84	\$ 37,758,384.81	\$ 91,576,767.44
2.70%	1.90%	1.90%	1.00%	1.00%	Varies
-	-	-	-	-	-
3,000,000.00	n/a	n/a	n/a	n/a	3,000,000.00
15,717,667.66	4,286,380.00	4,495,212.79	26,455,228.84	37,758,384.81	88,712,874.10
1,027,609.73	257,745.38	271,632.70	1,024,950.85	1,462,850.30	4,044,788.96
June 30	December 31	June 30	February 28	February 28	Varies
20	20	20	30	30	Varies
7	7	12	23	23	Varies

DEBT SERVICE

Loan Outstanding Balance
Principal Paid to Date
Interest Paid to Date
First Payment Date
Final Payment Date
Effective interest rate

6,452,893.99	1,501,565.63	2,890,329.83	20,966,210.76	29,804,463.60	61,615,463.81
9,264,773.67	2,784,814.37	1,604,882.96	5,489,018.08	7,953,921.21	27,097,410.29
4,036,377.69	486,448.35	568,178.64	1,685,638.02	2,286,030.59	9,062,673.29
June 30, 2013	Dec. 31, 2016	Jun 30, 2018	February 28 2019	February 28 2019	Varies
June 30, 2032	Dec. 31, 2032	Jun. 30, 2037	February 28, 2048	February 28, 2048	Varies
2.700%	1.900%	1.900%	1.00%	1.00%	Varies

* An imputed interest rate is 1.707% per annum.



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Agenda Item

TO: VFWRA Board of Commissioners
FROM: Darron Poulsen, General Manager
SUBMITTED BY: Kalin Westover, Operations Supervisor
DATE: 02/19/2026
SUBJECT: Operations & Maintenance Report 4th Quarter

Attachments

2025 Q4 O&M Report

Victor Valley Wastewater Reclamation Authority



Operations and Maintenance Report

4th Quarter 2025

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

TO: Board of Commissioners

FROM: Kody Tompkins- Director of O&M

SUBJECT: Operations & Maintenance Report

DATE: Jan 21st, 2026

The following information details the operation of the Victor Valley Wastewater Reclamation Authority for the fourth quarter of 2024. Included in this report is pertinent information regarding flows, process control information, process sampling, permit requirements, operations activities, and facility maintenance activities.

Pertinent Flow / Receiving Data

Month	Oct	Nov	Dec	Quarterly Total
Total Flow Influent Flow	346.42 MG	346.01 MG	371.44 MG	1,063.87 MG
Total Flow to Mojave	304.79 MG	247.51 MG	250.35 MG	802.65 MG
Total Flow to Perc Ponds	74.56 MG	115.74 MG	139.89 MG	330.19 MG
Total 3W Flow to American Organics	1.37 MG	0.5 MG	0.71 MG	2.58 MG
Total 3W Flow to Victorville	0.0 MG	0.0 MG	0.0 MG	0.0 MG
Total Hesperia Influent Flow	13.20 MG	17.12 MG	18.08 MG	48.40 MG
Total 3W Flow to Hesperia	5.68 MG	12.59 MG	15.62 MG	33.89 MG
Total Apple Valley Influent Flow	22.06 MG	19.72 MG	21.07 MG	62.85 MG
Total 3W Flow to Apple Valley	4.66 MG	3.59 MG	5.93 MG	14.18 MG
Total Septage Received	0.48 MG	0.35 MG	0.5 MG	1.33 MG
Total ADM/FOG Received	2.01 MG	1.63 MG	1.53 MG	5.17 MG
Total Digester Gas Production	28.9 MSCF	22.2 MSCF	22.8 MSCF	73.9 MSCF

Work Order Activity

KPI	Count				Percent			
Month	Oct	Nov	Dec	Total	Oct	Nov	Dec	Total
Planned Work Total	179	196	180	555				
Planned Work Completed	171	190	178	539	95%	96%	98%	97%
Planned Work Completed On-Time	160	180	162	502	89%	91%	90%	90%
Planned Work Incomplete	8	6	2	16	4%	3%	1%	2%
Planned Work Completed Late	11	10	16	37	6%	5%	8%	6%
Reactive Work Completed	164	70	129	363	48%	32%	46%	43%
PM Work Completed	175	145	148	468	52%	68%	54%	57%
Total Work Completed	339	215	277	831				

VVWRA RWWTP Activities

- **Permit Continuous Monitoring Requirements**
 - Permit required monitoring equipment was on-line and working properly.
 - PH and conductivity probes cleaned and calibrated.
 - TSS and Turbidity probes were cleaned and calibrated.
 - UVT probe cleaned and calibrated.
 - Intensity probe verifications completed monthly.
- **Permit Violations**
 - There were no permit violations.
- **Sampling**
 - All permit required samples were collected and processed.
- **Safety**
 - Vehicle safety inspections completed monthly.
 - Gas Monitor inspections completed monthly.
 - Eyewash safety showers inspected monthly.
 - SCBA inspections completed monthly.
 - Hazardous storage area inspection completed.
 - Spill kit inspections completed.
- **Backup Generator Tests**
 - Routine testing of the backup generators completed monthly.
- **Essential Equipment Maintenance**
 - Aqua guard pre-treatment screen inspected and serviced, as necessary.
 - Headwork's conveyor belt lubed and inspected.
 - Grit classifier PMs completed.
 - Monthly daft lube PMs completed.
 - Primary clarifier shear pins replaced as needed.
 - Primary sludge pump PMs completed.
 - Pillar blower inspections completed.
 - Service air compressors inspected and serviced, as necessary.
 - Waukesha engine inspections completed.
 - Turblex blowers inspected and serviced, as necessary.
 - Monthly tertiary filters platform PMs completed.
 - Monthly tertiary filter cleaning PMs completed.
 - Monthly tertiary filter festoon inspections completed.
 - UV System cleaning PMs completed.
 - DAFT Air Compressor PMs completed.
 - DAFT monthly PMs completed.
 - Monthly UREA refills on CHPs completed.
 - CHP exhaust differential pressure readings taken.
 - CHP gas differential pressure readings taken.

Operations Activities

- **BNR Process**
 - Maintained permit compliance throughout BNR process.
- **ADM/FOG Receiving**
 - Receiving 90 trucks on average weekly.
- **CoDigestion**
 - Four digesters are online and operating.
- **UV Disinfection**
 - UV channels cleaned each month.

Maintenance Activities

- **Process Equipment**
 - 2G CHP service performed.
 - Bar screens serviced.
 - Grit pumps serviced.
 - Headworks conveyors serviced.
 - Waukesha's serviced.
 - Installed new scum collectors wear pads in primary 1-4
 - Bar Screen #2 Chain Replacement
 - Waukesha Engine 4 & 5 Source Tested
 - Sludge Lagoon #2 Cleaned
- **Vactor Cleaning**
 - Septage Receiving Grit Chamber.
 - Septage EQ basin.
 - Storm Drains.
 - Digester 4 & 5 supernate lines jetted.
 - Decant structure lines jetted.
- **Pump services / Replacement.**
 - Percolation pond pumps serviced
 - Service water pumps serviced.
 - Supernate Pump Serviced
 - GBT Transfer pump serviced
 - Two Godwin Portable Pumps Serviced

VVWRA Apple Valley WRP Activities

- **Permit Continuous Monitoring Requirements**
 - Permit required monitoring equipment was on-line and working properly.
 - PH probes cleaned and calibrated.

- Turbidity analyzers were cleaned and calibrated.
- UVT probe cleaned and calibrated.
- Intensity probe verifications completed monthly.
- **Permit Violations**
 - No permit violations.
- **Sampling**
 - All permit required samples were collected and processed.
- **Safety**
 - Gas Monitor inspections completed monthly.
 - Eyewash safety showers inspected monthly.
 - Spill kit inspections completed.
- **Backup Generator Tests**
 - Routine testing of the backup generators completed monthly.
- **Essential Equipment Maintenance**
 - Fine screens inspected and serviced, as necessary.
 - Aerzen process blower inspections completed and serviced, as necessary.
 - Aerzen MBR blower inspections completed and serviced, as necessary.
 - UV System cleaning PMs completed.
 - MBR system PMs completed, as necessary.

Operations Activities

- **MBR Basins**
 - Weekly maintenance cleans performed per manufacturer's recommendation.
- **Recycled Water Operations**
 - Sent water to Irrigation Pond.
- **UV Disinfection**
 - Acid cleans performed.

Maintenance Activities

- **Otoe Lift Station**
 - Regular PM's performed.
 - De-ragged both Hidrostral pumps.
 - Wet well cleaning performed
 - Otoe Twisters serviced
 - Duperon Auger Installed
 - Biofilter Fans Serviced
- **PMs / Inspections**

- Inspection and maintenance of MCCs, and PLC cabinets completed.
- Mechanical equipment PMs and inspections completed.
- **Services / Repair**
 - Regular PM's performed.
 - Make-up Air Blowers Serviced
 - Wet-well cleaning.
 - Permeate pumps serviced
 - Aeration Air Bay #2 Diffusers Replaced

VVWRA Hesperia WRP Activities

- **Permit Continuous Monitoring Requirements**
 - Permit required monitoring equipment was on-line and working properly.
 - PH probes cleaned and calibrated.
 - Turbidity analyzers were cleaned and calibrated.
 - UVT probe cleaned and calibrated.
 - Intensity probe verifications completed monthly.
- **Permit Violations**
 - No permit violations.
- **Sampling**
 - All permit required samples were collected and processed.
- **Safety**
 - Gas Monitor inspections completed monthly.
 - Eyewash safety showers inspected monthly.
 - Spill kit inspections completed.
- **Backup Generator Tests**
 - Routine testing of the backup generators completed monthly.
- **Essential Equipment Maintenance**
 - Fine screens inspected and serviced, as necessary.
 - Aerzen process blower inspections completed and serviced, as necessary.
 - Aerzen MBR blower inspections completed and serviced, as necessary.
 - UV System cleaning PMs completed.
 - MBR system PMs completed, as necessary.

Operations Activities

- **MBR Basins**
 - Weekly maintenance cleans performed per manufacturer's recommendation.
- **Recycled Water Operations**
 - Continued sending water to offsite tank.
- **UV Disinfection**

- Acid cleans performed.

Maintenance Activities

- **Hesperia Lift station**
 - Wizard blowers serviced.
 - Wet-well cleaning.
 - Biofilter Fan #2 Rebuilt and Installed
 - Biofilter Fan Vault Air Exchange Fan Replaced
- **PMs / Inspections**
 - Inspections and maintenance of MCCs, and PLC cabinets completed.
 - Mechanical equipment PMs and inspections completed.
- **Services / Repairs**
 - Regular PM's performed
 - Permeate pumps serviced.
 - Fine Screens Serviced



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Agenda Item

TO: VWRA Board of Commissioners
FROM: Darron Poulsen, General Manager
SUBMITTED BY: Daniel Enriquez, EC Inspector
DATE: 02/19/2026
SUBJECT: Environmental Compliance Report 4th Quarter

Attachments

EC Q4 Reports

Victor Valley Wastewater Reclamation Authority



Environmental Compliance Department Report

October-December 2025

I. Interceptors Operation and Maintenance:

1. Interceptor's cleaning & CCTV:

NAVI MH713-MH141 & MH107-MH109A, CSA64 and SAVI MH70-MH51

2. Interceptors Inspections:

The following interceptors were visually inspected for signs of damage, vandalism, and evidence of sanitary sewer overflows:

- ✓ South Apple Valley & North Apple Valley.
- ✓ Schedule 1, 2, 3 & 4
- ✓ UNE Bypass HDPE pipe
- ✓ Hesperia, I Ave and Santa Fe.
- ✓ CSA 64
- ✓ Adelanto
- ✓ SCLA1

3. Damage and repair summary:

- ✓ None

4. Sanitary sewer overflows (SSO) Summary:

- ✓ Date of last reportable SSO: December 24th, 2025

5. Interceptors' maintenance budget remaining:

- ✓ The fiscal year 2025-2026 Interceptor sewer maintenance amount remaining for sewer cleaning and inspection services is \$31,000.00

6. Dig Alert Underground tickets processed:

- ✓ A total of One Hundred Twenty-Nine (129) USA Tickets were received and processed.

7. Flow monitoring:

- ✓ A flow monitoring study by ADS Environmental is continuing.
- ✓ Consibio

II. Industrial pretreatment Activities:

- 1. New Business Questionnaires and permits applications evaluated:**
 - ✓ Sixty (60) New Business Questionnaires were processed in Quarter 4 of 2025.
 - ✓ Five (5) New Business Inspections were conducted in Quarter 4 of 2025.
- 2. New permits issued:**
 - ✓ One (1) New permits were issued in Quarter 4 of 2025.
- 3. Permit renewals issued:**
 - ✓ Five (5) permit renewals were issued in Quarter 4 of 2025.
- 4. Work Orders:**
 - ✓ 98 Work Orders were completed in Quarter 4 of 2025.
- 5. Monthly revenues collected and invoices issued:**
 - ✓ Revenues: \$7,525.00
 - ✓ Invoiced: \$10,100.00

III. Industrial Pretreatment Activities (continued)

1. Current enforcement actions:

- ✓ Zero (0) Notices of Violations was issued during Quarter 1 2025.

2. Current active industrial pretreatment permits:

- ✓ The current number of VVWRA's industrial wastewater discharge permits is 90; they are comprised as follows:

1	Class I	Categorical Industrial User
12	Class II	Non-Categorical Significant Industrial User
59	Class III	Non-Significant Industrial User
2	Class IV	Zero Discharge Industrial User
11	Class V	Sanitary Waste Haulers

- ✓ The permitted establishments include:

14	Automotive Service Facility
1	Brewery/Winery
22	Car Wash/Truck Wash/Bus Wash
7	Dry Cleaner
2	Grocery Store
3	Hospital
3	Misc. Industrial
1	Photographic
1	Print Shop
1	Prison
1	School/Church
3	Water Retail Store
11	Waste Haulers

- ✓ Permitted businesses are distributed among member entities as follows: 30 in Victorville, 12 in Apple Valley and 17 in Hesperia.



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Agenda Item

TO: VFWRA Board of Commissioners
FROM: Darron Poulsen, General Manager
SUBMITTED BY: Kristi Casteel, Executive Assistant to the GM
DATE: 02/19/2026
SUBJECT: **Septage Report 4th Quarter**

Attachments

Septage

Victor Valley Wastewater Reclamation Authority



Environmental Compliance Department

Septage/FOG/ADM Quarterly Report

October-December 2025

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

Payments and Invoices period: October 1st thru December 31st – Septage rate per Gallon: \$ 0.12

FOG rate per Gallon: \$ 0.12

Receiving invoices

ID No	Septage/FOG/ADM Hauler	Total Gallons	Invoice Amount
ABS000	Absolute Pumping	65,675	\$7,881.00
ALL001	All Pro Plumbing	0	\$0.00
ALP000	Alpha Omega Septic Service	64,805	\$7,776.60
BUR000	Burns Septic	352,000	\$42,240.00
CIS000	Cisneros Bros Plumbing	152,780	\$18,333.60
HIT000	Hitt Plumbing	51,525	\$6,183.00
HON001	Honest Johns Septic Service, Inc	247,145	\$29,657.40
INL000	Inland Pro Plumbing	0	\$0.00
ROT001	T.R. Stewart Corp. dba Roto-Rooter	271,492	\$32,579.04
SEP005	Septic Control	115,600	\$13,872.00
USA000	USA Septic	30,300	\$3,636.00
	Totals	1,351,300	\$162,156.00
ALP002	Alpha Omega Septic Service	82,628	\$4,131.40
HIT001	Hitt Plumbing	3,454	\$414.48
	Totals	86,082	\$4,545.88

Septage/FOG/ADM receiving payments:

ID No	Business Name	Payments Received
ABS000	Absolute Pumping	\$8,285.28
ALL001	All Pro Plumbing	\$1,440.00
ALP000	Alpha Omega Septic Service	\$11,011.92
BUR000	Burns Septic	\$42,240.00
CIS000	Cisneros Bros Plumbing	\$10,076.40
HIT000	Hitt Plumbing	\$2,485.20
HON001	Honest Johns Septic Service, Inc	\$37,898.40
INL000	Inland Pro Plumbing	\$0.00
ROT001	T.R. Stewart Corp. dba Roto Rooter	\$42,179.28
SEP005	Septic Control	\$26,328.00
USA000	USA Septic	\$3,672.00
ALP000	Alpha Omega Septic Service	\$16,886.84
HIT001	Hitt Plumbing	\$1,236.60
Grand Total		\$203,739.92



VICTOR VALLEY WASTEWATER RECLAMATION AUTHORITY

Board Of Commissioners Staff Report

TO: VVWRA Board of Commissioners
FROM: Darron Poulsen, General Manager
SUBMITTED BY: David Wylie, Safety & Communications Officer
DATE: 02/19/2026
SUBJECT: Safety and Communications Report 4th Quarter

Fiscal Impact N/A

Account Code:

Funds Budgeted/ Approved:

STAFF RECOMMENDATION

David Wylie

PREVIOUS ACTION(S)

N/A

BACKGROUND INFORMATION

N/A

Attachments

Safety & Comm Report 4th Qtr 2025

Safety & Communications Report



4th Quarter 2025



Safety

STAFF SAFETY TAILGATE TRAINING CONDUCTED

- Hierarchy of controls 10-1-25
- Earthquake shake out 10-15-25
- Workplace violence 10-29-25



- Confined space 11-12-25
- Worker Safety pro 11-19-25
- Struck by injuries 11-26-25



- Housekeeping 12-3-25
- Situational awareness 12-10-25
- Crow and laser safety 12-17-25





Safety

Safety Events/ Training

- Safety tailgates
- Daily, weekly and monthly plant inspections
- CWEA Southern Safety Day
- Monthly safety committee meetings

Unsafe Conditions Reported/Resolved

Date of last recordable lost time accident/injury: May 8th, 2025

Days since last recordable accident/injury:

237 **Days** as of 12/31/25



Safety

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

- Safety Tailgates will be conducted weekly
- Safety Committee meeting
- Online and in-person training- multiple

4

Outreach

- Plant tour for homeschoolers
- High Desert Educational Summit booth
- VMI Chamber breakfast
- **MEEC career event at Snowline school district**
- Social media reels and videos

