

REGULAR MEETING OF THE BOARD OF DIRECTORS MONDAY, May 02, 2022 10:00 A.M. (Teleconference Meeting)

Telecon:

www.ierca.org/calendar

<u>+1 415-856-9169</u> United States, San Francisco (Toll)
Conference ID: 106 836 197#

PURSUANT TO AB 361, IERCA BOARD MEETINGS WILL CONTINUE TO BE CONDUCTED THROUGH TELECONFERENCE IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19. THERE WILL BE NO PUBLIC LOCATION AVAILABLE FOR ATTENDING THE MEETING IN PERSON.

TELECONFERENCE ACCESSIBILITY FOR THE GENERAL PUBLIC:

In all efforts to prevent the spread of COVID-19, until further notice, the Inland Empire Regional Composting Authority will be holding all Board meetings by teleconferencing.

The meeting will be accessible at: (415) 856-9169 / Conf Code: 106 836 197#

The public may participate and provide public comment during the meeting by calling into the number provided above. Public comments may also be submitted to the Recording Secretary at afernandez@ieua.org no later than 24 hours prior to the scheduled meeting time. Comments will be distributed to the Board of Directors.

CALL TO ORDER

OF THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY BOARD OF DIRECTORS MEETING

FLAG SALUTE

PUBLIC COMMENT

Members of the public may address the Board on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) of Section 54954.2 of the Government Code. Those persons wishing to address the Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form which are available on the table in the Board Room. Comments will be limited to five minutes per speaker. Thank you.

ADDITIONS TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.

INTRODUCTIONS NONE

1. <u>INFORMATION ITEMS</u>

A. COVID-19 UPDATE

B. SPECIAL MEETING OF BOARD OF DIRECTORS JUNE 06, 2022

2. CONSENT CALENDAR

A. MINUTES

The Board will be asked to approve the minutes from the February 7, 2022, regular meeting.

The Board will be asked to approve the minutes from the March 7, 2022, special meeting.

The Board will be asked to approve the minutes from the April 4, 2022, special meeting.

B. ADOPTION OF RESOLUTION NO. 2022-05-01

A Resolution of the Board of Directors of the Inland Empire Regional Composting Authority, making certain findings and determinations regarding special rules for conducting meetings through teleconference.

3. DIRECTOR COMMENTS

Next regular meeting is scheduled for Monday, August 1, 2022, at 10:00 a.m.

4. ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Recording Secretary (909-993-1744), 48 hours prior to the scheduled meeting so that the Authority can make reasonable arrangements.

Declaration of Posting

I, Adrianne Fernandez, Recording Secretary to the Inland Empire Regional Composting Authority, hereby certify that a copy of this agenda has been posted by 5:30 p.m. at the Los Angeles County Sanitation District 1955 Workman Mill Road, Whittier, CA and at the IERCA's Administrative Building, 12645 Sixth Street, Rancho Cucamonga, CA and at the IEUA's main office, 6075 Kimball Ave., Chino, CA on Wednesday, April 27, 2022.

Adrianns Fernandez
Adrianne Fernandez, Recording Secretary

INFORMATION ITEM 1A



Date: May 2, 2022

To: Honorable Board of Directors

From: Jeff Ziegenbein

Project Manager

Tony Arellano

IEUA Safety Officer

Subject: COVID-19 Update

RECOMMENDATION

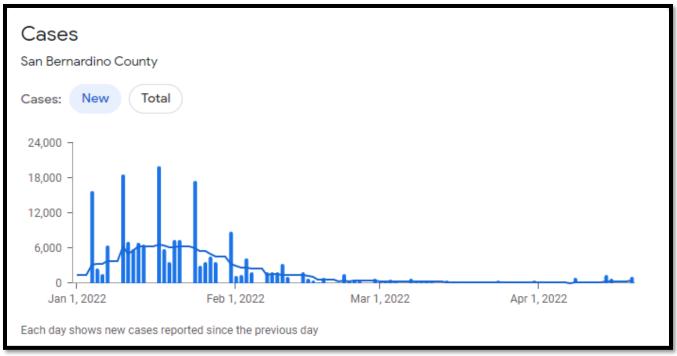
This is an information item for the Board to receive and file.

BACKGROUND

As of April 13, 2022, COVID-19 cases in San Bernardino County dropped from a high of 31 percent in January 2022 to less than 3.4 percent positivity rate per 100,000 people. The average positivity rate for the month of April in San Bernardino County is 3.4 percent. There have been no changes to the current Covid-19 protection requirement by health care officials. Some items of interest:

- 1. IEUA is continuing to follow Cal/OSHA and California Department of Public Health (CDPH) requirements.
- 2. There have been no new cases of COVID-19 among IERCF staff.
- 3. IEUA Board approved a resolution on April 6, 2022, regarding special rules for conducting board meetings through teleconference and may be considering the approval of another resolution in May.

Chart A shows surges and declines of new COVID-19 case in a daily for San Bernardino County:



PRIOR BOARD ACTION

None.

IMPACT ON BUDGET

None.

CONSENT CALENDAR 2A

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA) FEBRUARY 07, 2022 10:00 A.M.

DIRECTORS PRESENT via video/teleconference:

Jon Blickenstaff, Chairman Paul Hofer, Vice Chairman Margaret Finlay, Director Robert Ferrante, Director Jasmin A. Hall, Director Shivaji Deshmukh, Director Marco Tule, Alternate Director

STAFF PRESENT

Jeff Ziegenbein, Project Manager, IERCA Adrianne Fernandez, Recording Secretary, IERCA

STAFF PRESENT or via video/teleconference

Randy Lee, Director of Operations and Maintenance, IEUA Michael Sullivan, Assistant Project Manager, IERCA Denise Garzaro, Board Secretary, IEUA Martin Cihigovenetche, General Counsel Jeanina Romero, Executive Administrative Assistant, IEUA Christiana Daisy, Deputy General Manager, IEUA Javier Chagoyen-Lazaro, Acting Treasurer, IERCA Daniel Solorzano, Network Administrator, IEUA Marcus Coulombe, Sales Coordinator, IEUA Alyssa Tocker, Office Assistant, IEUA Deborah Berry, Manager of Finance and Accounting, IEUA Matt Bao, Supervising Engineer, LACSD Nicole Slavin, External Affairs Specialist I, IEUA Carolyn Echavarria, Administrative Assistant II, IEUA Kenneth Monfore, Manager of Asset Management, IEUA Richard Lao, Senior Environmental Resource Planner, IEUA Teresa Velarde, Manager of Internal Audit, IEUA

A regular meeting of the Board of Directors of the IERCA was held at the Inland Empire Utilities Agency Headquarters building located at 6075 Kimball Ave, Chino, California and via video/teleconference on the above date.

Chairman Blickenstaff called the meeting to order at 10:01 a.m. and he led the pledge of allegiance to the flag. Recording Secretary, Adrianne Fernandez, took a roll call and established a quorum was present.

PUBLIC COMMENT

There we no public comments.

ADDITIONS TO THE AGENDA

There we no changes/additions/deletions to the agenda.

INTRODUCTIONS

Jeff Ziegenbein, IERCA Project Manager, introduced new staff members at IERCF by providing a brief background and job duties for Alyssa Tocker (Office Assistant), Omar Negrete (Compost Worker), and Leslie Campbell (Compost Operator). The Board of Directors welcomed new staff.

CONSENT CALENDAR

A. ADOPTION OF RESOLUTION NO. 2022-02-07

Martin Cihigoyenetche, General Counsel, provided an explanation of the COVID-19 executive order that had expired pertaining to virtual meetings and the implementation of AB361 Amending the Brown Act, allowing the continuance of teleconference meetings for up to 30 days at a time with the Adoption of a Resolution. Board of Directors briefly discussed the options of teleconferencing meetings. Directors suggested a tentative special monthly meeting be held to provide Covid-19 updates, safety updates, and to assess if a Resolution for 30 days of teleconferencing is necessary and instructed staff to calendar the meetings.

B. MINUTES

The Board approved the minutes from the November 1, 2021, regular meeting.

C. INVESTMENT AND DISBURSEMENT REPORT

It is recommended that the Board of Directors approve for the months of October 2021 - December 2021:

- 1. Total disbursements in the amount of \$3,693,497.60.
- 2. There were no new investments during October 1, 2021 December 31, 2021.

Moved by Director Finlay, seconded by Director Hall, the motion carried unanimously. The Board of Directors approved the Consent Calendar Items by the following vote:

Ayes: Blickenstaff, Hofer, Deshmukh, Ferrante, Hall, Finlay

Noes: None Absent: None Abstain: None

ACTION ITEMS

A. <u>ELECTION OF OFFICERS</u>

Martin Cihigoyenetche, General Counsel, gave instructions on the election process. The Board of Directors had a brief discussion, resulting in the reelection of the current Chairman and Vice Chairman. Jon Blickenstaff was nominated as Board Chairman. Paul Hofer was nominated as Vice Chairman.

Moved by Director Finlay, seconded by Director Hall, the motion carried unanimously. The Board of Directors elected Jon Blickenstaff as Chairman and Paul Hofer as Vice Chairman by the following vote:

Ayes: Blickenstaff, Hofer, Deshmukh, Ferrante, Hall, Finlay

Noes: None Absent: None Abstain: None

B. FISCAL YEAR 2021/22 CARRY FORWARD BUDGET AMENDMENT

Javier Chagoyen-Lazaro, IERCA Acting Treasurer provided details regarding the carry forward advising that the funds represent commitments that were preserved but not executed and with this action the funds will be applied to fiscal year 2021/2022.

Moved by Vice Chairman Hofer, seconded by Director Hall, the motion carried unanimously. The Board of Directors approved the carry forward for open encumbrances and related budget in the amount of \$544,799.84 from FY 2020/21 to FY 2021/22 by the following vote:

Ayes: Blickenstaff, Hofer, Deshmukh, Ferrante, Hall, Finlay

Noes: None Absent: None Abstain: None

C. <u>ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED</u> JUNE 30, 2021

Nitin Patel introduced himself and Clifton Larson Allen, LLP (CLA) as IERCA's new partners for external audit. He presented the Annual Financial Report and provided a brief description of how the reports are prepared in conformity with accounting principles in the United States of America, as set forth by the Governmental Accounting Standards Board (GASB). Mr. Patel gave an overview of audit findings and financial highlights for the IERCA.

Moved by Director Finlay, seconded by Director Hall, the motion carried unanimously. The Board of Directors approved the Annual Financial Report for the Fiscal Year ended June 30, 2021, as presented; and Directed staff to distribute the report, as appropriate, to the various federal, state, and local agencies, financial institutions, and other interested parties by the following vote:

Ayes: Blickenstaff, Hofer, Deshmukh, Ferrante, Hall, Finlay

Noes: None Absent: None Abstain: None

D. <u>APPROVAL OF TWO-YEAR CONTRACT EXTENSION WITH</u> ALLIANCE SOURCE TESTING

Jeff Ziegenbein, IERCA Project Manager, gave a brief description of the work performed previously by Alliance Source Testing (AST). He advised AST had performed the most recent source test and has been a reliable resource to keep IERCA in compliance with air quality requirements and recommended approval to extend the contract.

Moved by Director Finlay, seconded by Director Deshmukh, the motion carried unanimously. The Board of Directors approved a two-year contract extension with Alliance Source Testing to provide air quality source testing from March 1, 2022, through December 31, 2024, for a not-to-exceed amount of \$101,920

and authorized the Project Manager to finalize and execute the contract by the following vote:

Ayes: Blickenstaff, Hofer, Deshmukh, Ferrante, Hall, Finlay

Noes: None Absent: None Abstain: None

INFORMATION ITEMS

PROJECT MANAGER'S REPORT

Jeff Ziegenbein, IERCA Project Manager, briefed the Board of Directors on IERCA's safety accomplishments, sales and marketing milestones, KPI updates, and gave an update on current recruitments. Mr. Ziegenbein informed the Board that IERCA recently received a Notice of Violation from South Coast Air Quality Management District regarding registration. He explained how IERCA's and IEUA's compliance staff are researching the matter and will bring an update back to the Board. The Board of Directors encouraged the IERCA staff to mitigate the issue.

INFORMATION ITEM ONLY; NO ACTION TAKEN

TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED DECEMBER 31, 2021

Javier Chagoyen-Lazaro, IERCA Acting Treasurer, presented the quarterly report ending December 31, 2021, with total cash, investments and restricted deposits equaled \$2,981,060 reflecting a decrease of \$1,226,564 in comparison to the September balance of \$4,207,624. He explained the decrease was mainly due to cash outflows for Wheel Loader purchases in November and December.

INFORMATION ITEM ONLY; NO ACTION TAKEN

ASSET MANAGEMENT UPDATE

Ken Monfore, IEUA Manager of Asset Management, presented an update on IEUA and IERCA's Asset Management Program. He shared standards and a road map in accordance with ISO Requirements. Mr. Monfore gave an update on IERCA's improved reliability with new trommel screens and explained how utilizing lasers precisely align pullies and bearings. Chairman Blickenstaff was impressed at how involved and aware staff is to prioritize the inclusive nature of Asset Management.

INFORMATION ITEM ONLY; NO ACTION TAKEN

DIRECTORS' COMMENTS

Board of Directors- Requested all meeting agendas be electronically sent out, no hard copies going forward.

Chairman Blickenstaff and Vice Chairman Hofer – Thanked the other Board Directors for their vote in the election.

With no further business, Chairman Blickenstaff adjourned the meeting at 11:02 a.m.

Adrianne Fernandez, Recording Secretary **APPROVED:**

SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA) MARCH 7, 2022 10:00 A.M.

DIRECTORS PRESENT via video/teleconference:

Jon Blickenstaff, Chairman Paul Hofer, Vice Chairman Shivaji Deshmukh, Director Margaret Finlay, Director Jasmin A. Hall, Director

DIRECTORS ABSENT

Robert Ferrante, Director

STAFF PRESENT or via video/teleconference

Jeff Ziegenbein, Project Manager, IERCA
Adrianne Fernandez, Recording Secretary, IERCA
Martin Cihigoyenetche, General Counsel
Randy Lee, Executive Manager of Operations/AGM, IEUA
Michael Sullivan, Assistant Project Manager, IERCA
Denise Garzaro, Board Secretary, IEUA
Martin Cihigoyenetche, General Counsel
Tony Arellano, Safety Officer, IEUA

A regular meeting of the Board of Directors of the IERCA was held at the Inland Empire Utilities Agency Headquarters building located at 6075 Kimball Ave, Chino, California and via video/teleconference on the above date.

Chairman Blickenstaff called the meeting to order at 10:02 a.m. and he led the pledge of allegiance to the flag. Recording Secretary, Adrianne Fernandez, took a roll call and established a quorum was present.

PUBLIC COMMENT

There we no public comments.

ADDITIONS TO THE AGENDA

There we no changes/additions/deletions to the agenda.

INTRODUCTIONS

There were no introductions.

INFORMATION ITEMS

A. COVID-19 UPDATE

Jeff Ziegenbein, Project Manager, IERCA, provided an update on current Covid-19 cases and percentages in the County of San Bernardino and advised the Agency is following Cal/OSHA and California Department of Public Health CDPH) requirements.

INFORMATION ITEM ONLY; NO ACTION TAKEN

ACTION ITEMS

A. ADOPTION OF RESOLUTION NO. 2021-03-1

Martin Cihigoyenetche, General Counsel, provided an explanation of the COVID-19 executive order that had expired pertaining to virtual meetings and the implementation of AB361 Amending the Brown Act, allowing the continuance of teleconference meetings for up to 30 days at a time with the Adoption of a Resolution.

Moved by Director Deshmukh, seconded by Director Finlay, the motion carried unanimously. The Board of Directors approved the Consent Calendar Items by the following vote:

Ayes: Blickenstaff, Hofer, Deshmukh, Hall, Finlay

Noes: None Absent: Ferrante Abstain: None

DIRECTORS' COMMENTS

Board of Directors- Requested a Special Meeting pertaining to virtual meetings on April 04, 2022.

With no further business, Chairman Blickenstaff adjourned the meeting at 10:10 a.m.

Adrianne Fernandez, Recording Secretary

SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA) APRIL 4, 2022 10:00 A.M.

DIRECTORS PRESENT via video/teleconference:

Jon Blickenstaff, Chairman Paul Hofer, Vice Chairman Margaret Finlay, Director Jasmin A. Hall, Director

DIRECTORS ABSENT

Robert Ferrante, Director Shivaji Deshmukh, Director

STAFF PRESENT or via video/teleconference

Jeff Ziegenbein, Project Manager, IERCA
Adrianne Fernandez, Recording Secretary, IERCA
Martin Cihigoyenetche, General Counsel
Javier Chagoyen-Lazaro, IERCA Acting Treasurer
Randy Lee, Executive Manager of Operations/AGM, IEUA
Denise Garzaro, Board Secretary, IEUA
Martin Cihigoyenetche, General Counsel
Tony Arellano, Safety Officer, IEUA

A special meeting of the Board of Directors of the IERCA was held at the Inland Empire Utilities Agency Headquarters building located at 6075 Kimball Ave, Chino, California and via video/teleconference on the above date.

Chairman Blickenstaff called the meeting to order at 10:00 a.m. and he led the pledge of allegiance to the flag. Recording Secretary, Adrianne Fernandez, took a roll call and established a quorum was present.

PUBLIC COMMENT

There we no public comments.

ADDITIONS TO THE AGENDA

There we no changes/additions/deletions to the agenda.

INTRODUCTIONS

There were no introductions.

INFORMATION ITEMS

A. COVID-19 UPDATE

Jeff Ziegenbein, Project Manager, IERCA, provided an update on current Covid-19 cases and percentages in the County of San Bernardino and advised the Agency is following Cal/OSHA and California Department of Public Health CDPH) requirements.

INFORMATION ITEM ONLY; NO ACTION TAKEN

ACTION ITEMS

A. ADOPTION OF RESOLUTION NO. 2021-04-1

Martin Cihigoyenetche, General Counsel, provided an explanation of the COVID-19 executive order that had expired pertaining to virtual meetings and the implementation of AB361 Amending the Brown Act, allowing the continuance of teleconference meetings for up to 30 days at a time with the Adoption of a Resolution.

Moved by Director Finlay, seconded by Director Hall, the motion carried unanimously. The Board of Directors approved the Consent Calendar Items by the following vote:

Ayes: Blickenstaff, Hofer, Hall, Finlay

Noes: None

Absent: Ferrante, Deshmukh

Abstain: None

DIRECTORS' COMMENTS

Board of Directors- Requested a Special Meeting on June 06, 2022, due to Chairman Blickenstaff's conflicting schedule in May.

Director Finlay and Director Hall share the appreciation and are in support of virtual meetings consistent with AB361.

Jeff Ziegenbein announced that IERCA was recognized for over 950 incident free days and won the CWEA Safety Award of the year. He advised a celebratory event invitation would follow.

Board of Directors- Congratulated IERCA staff on their accomplishments.

With no further business, Chairman Blickenstaff adjourned the meeting at 10:21 a.m.

Adrianne Fernandez, Recording Secretary APPROVED:

CONSENT CALENDAR

2B

RESOLUTION NO. 2022-05-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY, MAKING CERTAIN FINDINGS AND DETERMINATIONS REGARDING SPECIAL RULES FOR CONDUCTING MEETINGS THROUGH TELECONFERENCE

WHEREAS, Inland Empire Regional Composting Authority ("IERCA") is a joint powers authority formed on February 27, 2002, as a separate public agency from its Members; and

WHEREAS, all meetings of the Board of Directors of IERCA are conducted in open and public settings in compliance with the Ralph M. Brown Act (Brown Act) so that any member of the public may attend, participate and watch the Authority's Board of Directors conduct their business; and

WHEREAS, on March 4, 2020, the Governor declared a state of emergency pursuant to Government Code section 8625 due to the COVID-19 pandemic and has recommended, together with local officials, measures for social distancing to assist in abating the spread of COVID-19; and

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20 which, among other things, suspended certain Brown Act rules governing the use of teleconferencing of local agency board meetings; and

WHEREAS, Executive Order N-29-20 expired on September 30, 2021; and

WHEREAS, the California legislature has enacted, and the Governor has signed into law, AB 361 amending portions of Government Code section 54953, allowing for the continued use of teleconferencing for local agency board meetings while suspending the conditions and restrictions of Government Code section 54953(b)(3) if the legislative body of the local agency makes certain findings; and

WHEREAS, on February 7, 2022, the Board of Directors adopted Resolution No. 2022-02-07, making certain factual findings and determinations, and authorizing the continued use of teleconferencing for IERCA Board meetings for an effective period of 30 days; and

WHEREAS, on March 7, 2022, the Board of Directors adopted Resolution No. 2022-03-01, again making certain factual findings and determinations, and authorizing the continued use of teleconferencing for IERCA Board meetings for an effective period of 30 days; and

Resolution No. 2022-05-01 Findings and Determinations Regarding Teleconference Meetings Page 2 of 4

WHEREAS, on April 4, 2022, the Board of Directors adopted Resolution No. 2022-04-01, again making certain factual findings and determinations, and authorizing the continued use of teleconferencing for IERCA Board meetings for an effective period of 30 days; and

WHEREAS, The Board of Directors must now determine whether to extend the effective period of Resolution 2022-03-01 an additional 30 days, making the appropriate factual findings in support thereof;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Inland Empire Regional Composting Authority hereby make the following findings and determinations:

SECTION 1. The Governor has proclaimed a state of emergency on March 4, 2020 which continues.

SECTION 2. The Governor and local officials have promoted the use of social distancing as a method to abate the spread of COVID-19 within the community. The Board of Directors finds that conducting in person meetings of the IERCA Board of Directors would be inimical to social distancing and would present imminent risks to the health or safety of the attendees and conducting meetings by teleconference would diminish that risk.

<u>SECTION 3</u>. The Board of Directors will continue to conduct Board meetings by teleconference in compliance with Government Code 54953(e) until such time as the Governor has terminated the state of emergency and the risk to health and safety of meeting attendees is sufficiently diminished or as otherwise required by law. Notice of meetings and posted agendas will contain information which allows members of the public to access the meeting and address the Board of Directors and offer public comment including an opportunity for all persons to attend via a call-in option or an internet-based service option.

SECTION 4. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days or until such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code 54953(e)(3) to extend the time during which meetings of the Board of Directors may be conducted by teleconference without compliance with Government Code 54953(3)(b).

Resolution No. 2022-05-01 Findings and Determinations Regarding Teleconference Meetings Page 3 of 4

ADOPTED this 2nd day of May 2022,

	Jon Blickenstaff Chairperson of the Inland Empire Regional Composting Authority
ATTEST:	
Paul Hofer Vice Chairperson	

Resolution No. 2022-05-01 Findings and Determinations Regarding Teleconference Meetings Page 4 of 4

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
I, Paul Hofer, Vice Chairperson of the Inland Empire Regional Composting
Authority, DO HEREBY CERTIFY that the foregoing Resolution being No. 2022-05-0
was adopted at a regular meeting on May 2, 2022, of said Authority by the following
vote:
AYES:
NOES:
ABSTAIN:
ABSENT:
Paul Hofer
Vice Chairperson