

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)
AUGUST 6, 2018
10:00 A.M.**

DIRECTORS PRESENT:

Jon Blickenstaff, Chairperson
Jasmin A. Hall, Vice Chairperson
Grace Hyde, Director
Paul Hofer, Director
Halla Razak, Director

DIRECTORS ABSENT:

Margaret Finlay, Director

OTHERS PRESENT:

Jeffrey Ziegenbein, Project Manager, IERCA
Ann Heil, Assistant Project Manager, IERCA
Christina Valencia, Treasurer, IERCA
Matt Bao, Supervising Engineer | Reuse and Compliance, SDLAC
Martin Cihigoyenetché, General Counsel
Rick Mykitta, Manager of Operations and Maintenance, IEUA
Jesse Pompa – Senior Engineer, IEUA
Victoria Stone, Recording Secretary, IERCA

A regular meeting of the Board of Directors of the IERCA was held at the Inland Empire Regional Composting Facility (IERCF) administrative building located at 12645 Sixth Street, Rancho Cucamonga, CA, on the above date.

Chairperson Blickenstaff called the meeting to order at 10:00 a.m. and he led the pledge of allegiance to the flag. A quorum was present.

INTRODUCTIONS

Chairperson Blickenstaff stated that members of the public may address the Board. There were no persons desiring to address the Board of Directors.

Chairperson Blickenstaff asked if there were any changes, additions, and or deletions to the agenda. There were no changes/additions/deletions to the agenda.

CONSENT CALENDAR

Upon motion by Director Hall seconded by Director Hyde the motion carried:

M2018-8-1

The Board:

Approved the Consent Calendar:

- A. Minutes from the May 7, 2018 regular meeting of the Board of Directors.
- B. Investment and Disbursement Report as submitted.

ACTION ITEMS

A. MASTER SERVICE AGREEMENT WITH APPLIED INDUSTRIAL TECHNOLOGIES

Upon motion by Director Razak, seconded by Director Hyde, the motion carried:

M2018-8-2

The Board:

1. Authorize a Master Service Agreement with Applied Industrial Technologies to provide parts and service for the IERCF conveyance system and ventilation system for five years for approximately \$200,000 per year; and
2. Authorize the Manager of Contracts and Procurement to finalize and execute the agreement.

PROJECT MANAGER'S REPORT

Mr. Ziegenbein stated the facility continues to operate a full capacity and has logged over 2,670 days without a lost time incident. Staff has sold all compost produced and continued to seek best value in the landscaping and agricultural markets. He further stated that the maintenance team logged 100% schedule compliance completing all assigned tasks on time. He stated that there was an incident on a conveyor belt at the end of shift on July 12, 2018 where a section of the conveyor belt caught fire. The facility's sprinkler system and staff quickly doused the fire and the fire department responded and verified that the area was safe. He further stated that the damage appears to be limited to a portion of the conveyor belt and that the system was returned to service without interruption to operations. Mr. Ziegenbein noted that there was a price increase to the Authority's property insurance premiums prompted by the assignment of a new broker to the account. The increases were expected, and funds were included in the budget which are sufficient to cover the cost increases. Mr. Ziegenbein stated that staff initiated a project to refurbish an existing older wheel loader with new paint, an auto-grease system, a complete overhaul of the cab, and an engine tune up. Mr. Ziegenbein introduced Mr. Jesse Pompa – Senior Engineer, IEUA, who gave an update on the Solar/Energy Project stating that the project is expected to start within 3 weeks and to be completed by the end of the calendar year.

TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED JUNE 30, 2018

Ms. Valencia presented the Treasurer's Report of Financial Affairs for the quarter ended June 30, 2018. She stated that the Authority's investment portfolio average rate of return for June 2018 was 1.453% reflecting an increase of 0.174% when compared to the March 2018 yield of 1.279%. The increase was due to a more favorable market.

IERCA MISSION STATEMENT

Chairman Blickenstaff opened the discussion and suggested that the Board come up with an easy to understand core business mission statement that clarifies the purpose of the Authority. The Board provided input on the content of a mission statement and directed staff to develop a draft to be presented at the November Board meeting.

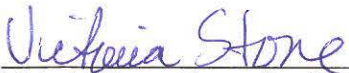
CAPITAL IMPROVEMENT PROJECTS

Mr. Ziegenbein stated that the corroded column repair has been completed on schedule and within budget. The project strengthened and protected the columns from future corrosion with a concrete encasement. He went on to give an update on the Trommel Screen replacement project stating that the vendor was given the notice to proceed and to order the screen. He stated that the construction should start in January 2019 and be completed next spring.

DIRECTORS' COMMENTS

None

With no further business, Chairperson Blickenstaff adjourned the meeting at 10:59 a.m.


Victoria Stone, Recording Secretary
APPROVED: November 5, 2018