

NOTICE OF MEETING

A REGULAR MEETING

OF THE

BOARD OF DIRECTORS

OF THE

**INLAND EMPIRE REGIONAL COMPOSTING
AUTHORITY**

WILL BE HELD ON

**MONDAY, NOVEMBER 5, 2018
10:00 A.M.**

**AT THE INLAND EMPIRE REGIONAL
COMPOSTING FACILITY
12645 6th STREET
RANCHO CUCAMONGA, CA 91739**



**REGULAR MEETING OF THE
BOARD OF DIRECTORS
MONDAY, NOVEMBER 5, 2018
10:00 A.M.**

**INLAND EMPIRE REGIONAL COMPOSTING FACILITY
12645 6TH STREET
RANCHO CUCAMONGA, CA 91739**

www.ierca.org/calendar

**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.

NEW EMPLOYEE INTRODUCTION

- Trenton Johnson Electrical and Instrumentation Technician III – Hired October 22, 2018

1. **CONSENT CALENDAR**

A. **MINUTES**

The Board will be asked to approve the minutes from the August 7, 2018 regular meeting.

B. **DISBURSEMENT REPORT**

It is recommended that the Board of Directors approve for the months of July 2018 – September 2018:

1. Total disbursements in the amount of \$ 2,618,123.83.
2. There were no new investments during July 1, 2018 - September 30, 2018.

2. **ACTION ITEM**

A. **BUDGET AMENDMENT FOR FISCAL YEAR 2017/18 ENCUMBRANCE CARRY FORWARDS**

It is recommended that the Board of Directors approve the carry forward of budget for open encumbrances and related budget in the amount of \$631,000 from FY 2017/18 to FY 2018/19.

3. **DISCUSSION ITEM FOR POSSIBLE ACTION**

It is recommended that the Board discuss the draft Mission Statement for possible action.

4. **INFORMATION ITEMS**

A. **PROJECT MANAGER'S REPORT**

B. **TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED SEPTEMBER 30, 2018**

5. **DIRECTOR COMMENTS**

Next regular meeting is scheduled for Monday, February 4, 2019 at 10:00 a.m.

6. **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 Agency can make reasonable arrangements.

Declaration of Posting

I, Victoria Stone, 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 County Sanitation Districts of Los Angeles 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 Tuesday, October 30, 2018

Victoria Stone

Victoria Stone, Recording Secretary

**CONSENT
CALENDAR
ITEM**

1A

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)
AUGUST 7, 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 Cihigoyenette, 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

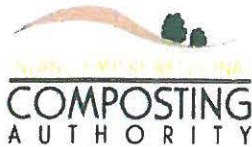
With no further business, Chairperson Blickenstaff adjourned the meeting at 10:59 a.m.


Victoria Stone, Recording Secretary
APPROVED: November 5, 2018

DRAFT

**CONSENT
CALENDAR
ITEM**

1B



Date: November 5, 2018
To: Honorable Board of Directors
From:  Christina Valencia
Treasurer
Subject: Investment and Disbursement Report

RECOMMENDATION

It is recommended that the Board of Directors approve for the months of July 2018 – September 2018:

1. Total disbursements in the amount of \$2,618,123.83.
2. There were no new investments during July 1, 2018 - September 30, 2018.

BACKGROUND

The July - September 2018 disbursement activity includes check numbers 7140-7303 in the amount of \$1,071,892.32 for vendor payments. A detailed listing of the check register and electronic disbursements (ACH/Wire) is attached.

The total amount of ACH and Wire Transfer payments is \$1,546,231.51.

Payment Type	Checks From - To	Transactions	Total Amount
Check	7140-7303	164	\$ 1,071,892.32
ACH		33	\$1,545,129.51
Wire Transfer		1	\$ 1,102.00
TOTAL		198	\$2,618,123.83

PRIOR BOARD ACTION

None.

IMPACT ON BUDGET

The total cash and position of the Authority is reduced as a result of paying authorized expenditures.

Bank	CBB	CITIZENS BUSINESS BANK	ONTARIO CA	917610000
Bank Key	122234149			
Acct number	CHECK	231157042		

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
007140	2200009321	07/05/2018	USD	683.90	ALLIED UNIVERSAL SECURITY SERV PASADENA CA	07/09/2018
007141	2200009319	07/05/2018	USD	65,127.00	ACM RISK INSURANCE SERVICES WELOS ANGELES CA	07/09/2018
007142	2200009320	07/05/2018	USD	165,500.00	ACM RISK INSURANCE SERVICES WELOS ANGELES CA	07/09/2018
007143	2200009310	07/05/2018	USD	12,446.80	APPLIED INDUSTRIAL TECHNOLOGIE PASADENA CA	07/09/2018
007144	2200009318	07/05/2018	USD	316.68	DEPT OF FOOD AND AGRICULTURE SACRAMENTO CA	07/16/2018
007145	2200009322	07/05/2018	USD	938.52	EGGLETON TRUCKING INC TEMECULA CA	07/12/2018
007146	2200009314	07/05/2018	USD	23,523.70	GENESIS CONSTRUCTION HEMET CA	07/10/2018
007147	2200009313	07/05/2018	USD	373.81	GRAINGER PALATINE IL	07/10/2018
007148	2200009309	07/05/2018	USD	410.72	HOME DEPOT CREDIT SERVICES PHOENIX AZ	07/09/2018
007149	2200009315	07/05/2018	USD	35.50	INDUSTRIAL SUPPLY CO ONTARIO CA	07/10/2018
007150	2200009312	07/05/2018	USD	859.84	INTERSTATE BATTERY SYSTEM ALTA LOMA CA	08/01/2018
007151	2200009311	07/05/2018	USD	541.74	PATTON SALES CORP ONTARIO CA	07/10/2018
007152	2200009316	07/05/2018	USD	524.00	SAN BERNARDINO COUNTY DEPT OF SAN BERNARDINO CA	07/25/2018
007153	2200009317	07/05/2018	USD	5,603.00	UNITED RENTALS (NORTH AMERICA) LOS ANGELES CA	07/09/2018
007154	2200009323	07/05/2018	USD	188.57	VIRAMONTES EXPRESS INC CORONA CA	07/16/2018
007155	2200009344	07/12/2018	USD	175.50	ALTA FOODCRAFT COFFEE LONG BEACH CA	07/17/2018
007156	2200009335	07/12/2018	USD	12,691.78	APPLIED INDUSTRIAL TECHNOLOGIE PASADENA CA	07/16/2018
007157	2200009346	07/12/2018	USD	678.86	ARTIC MECHANICAL INC RANCHO CUCAMONGA CA	07/17/2018
007158	2200009349	07/12/2018	USD	1,024.92	BURRTEC WASTE INDUSTRIES INC FONTANA CA	07/18/2018
007159	2200009333	07/12/2018	USD	654.00	CITY RENTALS INC ONTARIO CA	07/18/2018
007160	2200009337	07/12/2018	USD	2,303.48	GRAINGER PALATINE IL	07/17/2018
007161	2200009348	07/12/2018	USD	3,700.00	HAWKER CORPORATION EUGENE OR	07/26/2018
007162	2200009334	07/12/2018	USD	355.40	HOME DEPOT CREDIT SERVICES PHOENIX AZ	07/19/2018
007163	2200009341	07/12/2018	USD	6,598.40	INTEGRATED DESIGN SERVICES INC IRVINE CA	07/16/2018
007164	2200009338	07/12/2018	USD	0.84	KONICA MINOLTA BUSINESS SOLUTIPASADENA CA	07/16/2018
007165	2200009345	07/12/2018	USD	300.80	MICROAGE PHOENIX AZ	07/17/2018
007166	2200009336	07/12/2018	USD	219.90	PATTON SALES CORP ONTARIO CA	07/17/2018
007167	2200009343	07/12/2018	USD	14,912.96	RDO EQUIPMENT COMPANY LAKESIDE CA	07/18/2018
007168	2200009342	07/12/2018	USD	189.63	READY REFRESH BY NESTLE LOUISVILLE KY	07/24/2018
007169	2200009340	07/12/2018	USD	579.00	RIVERSIDE COUNTY RIVERSIDE CA	07/25/2018
007170	2200009339	07/12/2018	USD	1,212.50	US COMPOSTING COUNCIL RESTON VA	07/20/2018
007171	2200009347	07/12/2018	USD	1,116.15	VIRAMONTES EXPRESS INC CORONA CA	07/20/2018
007172	2200009367	07/19/2018	USD	65.61	ALTA FOODCRAFT COFFEE LONG BEACH CA	07/25/2018
007173	2200009368	07/19/2018	USD	682.86	ALTERNATORS STARTER & PARTS INMENDOTA HEIGHTS MN	07/24/2018
007174	2200009363	07/19/2018	USD	2,943.13	APPLIED INDUSTRIAL TECHNOLOGIE PASADENA CA	07/23/2018
007175	2200009361	07/19/2018	USD	599.25	CITRUS MOTORS ONTARIO CA	07/26/2018
007176	2200009364	07/19/2018	USD	10,920.00	GENESIS CONSTRUCTION HEMET CA	07/24/2018
007177	2200009362	07/19/2018	USD	365.46	HOME DEPOT CREDIT SERVICES PHOENIX AZ	07/25/2018
007178	2200009373	07/19/2018	USD	13,300.00	JJ ROOFING RIVERSIDE CA	07/24/2018
007179	2200009369	07/19/2018	USD	1,715.39	MICROAGE PHOENIX AZ	07/24/2018
007180	2200009370	07/19/2018	USD	20,887.00	R & S INDUSTRIAL FIELD SERVICE VICTORVILLE CA	07/26/2018
007181	2200009360	07/19/2018	USD	12,053.99	RBM LOCK & KEY ONTARIO CA	07/27/2018
007182	2200009365	07/19/2018	USD	397.00	SOIL CONTROL LAB WATSONVILLE CA	08/21/2018
007183	2200009366	07/19/2018	USD	196.57	U S BANK ST LOUIS MO	07/30/2018

Bank	CBB	CITIZENS BUSINESS BANK					ONTARIO CA 917610000
Bank Key	122234149						
Acct number	CHECK	231157042					
Check							
Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void	
007184	2200009372	07/19/2018	USD	4,680.70	VECTORUSA TORRANCE CA	07/24/2018	
007185	2200009371	07/19/2018	USD	675.80	VIRAMONTES EXPRESS INC CORONA CA	07/27/2018	
007186	2200009383	07/26/2018	USD	2,718.53	APPLIED INDUSTRIAL TECHNOLOGIEPASADENA CA	07/30/2018	
007187	2200009388	07/26/2018	USD	398.36	CINTAS FIRST AID & SAFETY LOCCINCINNATI OH	08/06/2018	
007188	2200009385	07/26/2018	USD	24.00	CITY OF RANCHO CUCAMONGA RANCHO CUCAMONGA CA	08/03/2018	
007189	2200009382	07/26/2018	USD	3,303.98	COUNTY SANITATION DISTRICTS OFWHITTIER CA	08/02/2018	
007190	2200009392	07/26/2018	USD	31.00	DAVID WHEELER'S PEST CONTROL NORCO CA	08/01/2018	
007191	2200009386	07/26/2018	USD	114.55	KONICA MINOLTA BUSINESS SOLUTIPASADENA CA	07/30/2018	
007192	2200009384	07/26/2018	USD	82.32	PETTY CASH EXPENDITURES CHINO CA	07/31/2018	
007193	2200009394	07/26/2018	USD	1,129.43	PRIORITY BUILDING SERVICES LLCBREA CA	07/31/2018	
007194	2200009393	07/26/2018	USD	21,240.00	R & S INDUSTRIAL FIELD SERVICEVICTORVILLE CA	08/02/2018	
007195	2200009391	07/26/2018	USD	17,089.67	RDO EQUIPMENT COMPANY LAKESIDE CA	08/01/2018	
007196	2200009390	07/26/2018	USD	166.74	READY REFRESH BY NESTLE LOUISVILLE KY	08/03/2018	
007197	2200009387	07/26/2018	USD	601.17	VERIZON WIRELESS DALLAS TX	08/01/2018	
007198	2200009395	07/26/2018	USD	1,514.01	VIRAMONTES EXPRESS INC CORONA CA	08/02/2018	
007199	2200009389	07/26/2018	USD	142,000.00	W A RASIC CONSTRUCTION CO INC LONG BEACH CA	07/31/2018	
007200	2200009404	08/02/2018	USD	13,195.00	AEROTEK INC ATLANTA GA	08/06/2018	
007201	2200009407	08/02/2018	USD	556.74	CUCAMONGA VALLEY WATER DISTRICTLOS ANGELES CA	08/07/2018	
007202	2200009405	08/02/2018	USD	11,110.99	DOWN'S ENERGY CORONA CA	08/07/2018	
007203	2200009402	08/02/2018	USD	416.62	HOME DEPOT CREDIT SERVICES PHOENIX AZ	08/08/2018	
007204	2200009403	08/02/2018	USD	466.08	ROYAL INDUSTRIAL SOLUTIONS LOS ANGELES CA	08/06/2018	
007205	2200009406	08/02/2018	USD	188.57	VIRAMONTES EXPRESS INC CORONA CA	08/23/2018	
007206	2200009421	08/09/2018	USD	2,610.00	AEROTEK INC ATLANTA GA	08/13/2018	
007207	2200009419	08/09/2018	USD	2,029.50	BERNELL HYDRAULICS RANCHO CUCAMONGA CA	08/14/2018	
007208	2200009427	08/09/2018	USD	1,024.92	BURRTEC WASTE INDUSTRIES INC FONTANA CA	08/15/2018	
007209	2200009420	08/09/2018	USD	2,348.15	CHAMPION FIRE SYSTEMS INC RANCHO CUCAMONGA CA	08/15/2018	
007210	2200009415	08/09/2018	USD	1,912.50	HARRINGTON INDUSTRIAL PLASTICSHINO CA	08/14/2018	
007211	2200009416	08/09/2018	USD	282.92	HOME DEPOT CREDIT SERVICES PHOENIX AZ	08/16/2018	
007212	2200009423	08/09/2018	USD	1,905.91	INTEGRATED DESIGN SERVICES INCIRVINE CA	08/13/2018	
007213	2200009425	08/09/2018	USD	17,815.00	R & S INDUSTRIAL FIELD SERVICEVICTORVILLE CA	08/20/2018	
007214	2200009422	08/09/2018	USD	31,075.10	REOTEMP INSTRUMENTS CORP SAN DIEGO CA	08/13/2018	
007215	2200009417	08/09/2018	USD	799.64	SOUTH COAST AQMD DIAMOND BAR CA	08/20/2018	
007216	2200009424	08/09/2018	USD	405.16	U S BANK ST LOUIS MO	08/17/2018	
007217	2200009426	08/09/2018	USD	640.92	VIRAMONTES EXPRESS INC CORONA CA	08/23/2018	
007219	2200009436	08/16/2018	USD	46.39	ALTA FOODCRAFT COFFEE LONG BEACH CA	08/22/2018	
007220	2200009434	08/16/2018	USD	249.33	APPLIED INDUSTRIAL TECHNOLOGIEPASADENA CA	08/20/2018	
007221	2200009439	08/16/2018	USD	184.00	CUCAMONGA VALLEY WATER DISTRICTLOS ANGELES CA	08/23/2018	
007222	2200009437	08/16/2018	USD	3,522.27	EGGLETON TRUCKING INC TEMECULA CA	08/21/2018	
007223	2200009435	08/16/2018	USD	655.04	GRAINGER PALATINE IL	08/21/2018	
007224	2200009438	08/16/2018	USD	1,319.99	VIRAMONTES EXPRESS INC CORONA CA	08/23/2018	
007225	2200009448	08/23/2018	USD	4,170.52	APPLIED INDUSTRIAL TECHNOLOGIEPASADENA CA	08/27/2018	
007226	2200009453	08/23/2018	USD	505.64	CINTAS FIRST AID & SAFETY LOCCINCINNATI OH	08/28/2018	
007227	2200009460	08/23/2018	USD	8,853.70	DOWN'S ENERGY CORONA CA	08/28/2018	
007228	2200009461	08/23/2018	USD	816.75	EGGLETON TRUCKING INC TEMECULA CA	08/29/2018	

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Check						
Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
007229	2200009450	08/23/2018	USD	1,460.50	GRAINGER PALATINE IL	08/28/2018
007230	2200009447	08/23/2018	USD	32.29	HOME DEPOT CREDIT SERVICES PHOENIX AZ	08/29/2018
007231	2200009452	08/23/2018	USD	664.68	INDUSTRIAL SUPPLY CO ONTARIO CA	08/28/2018
007232	2200009451	08/23/2018	USD	143.10	KONICA MINOLTA BUSINESS SOLUTIPASADENA CA	08/27/2018
007233	2200009456	08/23/2018	USD	650.00	PRISM ENTERPRISES LAUGHLIN NV	08/27/2018
007234	2200009458	08/23/2018	USD	11,025.66	RDO EQUIPMENT COMPANY LAKESIDE CA	08/28/2018
007235	2200009457	08/23/2018	USD	432.48	READY REFRESH BY NESTLE LOUISVILLE KY	08/31/2018
007236	2200009459	08/23/2018	USD	861.23	SANDE EQUIPMENT COMPANY INC MONTEREY PARK CA	09/06/2018
007237	2200009454	08/23/2018	USD	397.00	SOIL CONTROL LAB WATSONVILLE CA	
007238	2200009449	08/23/2018	USD	5,439.60	SOUTHWEST ALARM SERVICE UPLAND CA	08/27/2018
007239	2200009462	08/23/2018	USD	565.71	VIRAMONTES EXPRESS INC CORONA CA	09/13/2018
007240	2200009455	08/23/2018	USD	81,814.00	W.M LYLES COMPANY FRESNO CA	08/28/2018
007241	2200009476	08/30/2018	USD	11,532.88	A & R TARPULINS INC PONTANA CA	09/05/2018
007242	2200009473	08/30/2018	USD	24,777.33	APPLIED INDUSTRIAL TECHNOLOGIEPASADENA CA	09/04/2018
007243	2200009475	08/30/2018	USD	1,233.12	CHAMPION FIRE SYSTEMS INC RANCHO CUCAMONGA CA	09/06/2018
007244	2200009479	08/30/2018	USD	2,675.97	EGGLETON TRUCKING INC TEMECULA CA	09/05/2018
007245	2200009477	08/30/2018	USD	958.17	FASTSIGNS ONTARIO CA	10/05/2018
007246	2200009472	08/30/2018	USD	922.32	HOME DEPOT CREDIT SERVICES PHOENIX AZ	09/04/2018
007247	2200009474	08/30/2018	USD	14.55	INDUSTRIAL SUPPLY CO ONTARIO CA	09/05/2018
007248	2200009481	08/30/2018	USD	1,176.62	MODULAR BUILDING CONCEPTS INC POWAY CA	09/05/2018
007249	2200009480	08/30/2018	USD	1,129.43	PRIORITY BUILDING SERVICES LLCBREA CA	09/06/2018
007250	2200009478	08/30/2018	USD	4,027.10	RDO EQUIPMENT COMPANY LAKESIDE CA	09/05/2018
007251	2200009496	09/06/2018	USD	6,960.00	AEROTEK INC ATLANTA GA	09/10/2018
007252	2200009492	09/06/2018	USD	9,452.19	APPLIED INDUSTRIAL TECHNOLOGIEPASADENA CA	09/10/2018
007253	2200009493	09/06/2018	USD	712.75	BERNELL HYDRAULICS RANCHO CUCAMONGA CA	09/11/2018
007254	2200009500	09/06/2018	USD	1,024.92	BURRTEC WASTE INDUSTRIES INC FONTANA CA	09/12/2018
007255	2200009498	09/06/2018	USD	1,509.75	EGGLETON TRUCKING INC TEMECULA CA	09/12/2018
007256	2200009491	09/06/2018	USD	272.59	HOME DEPOT CREDIT SERVICES PHOENIX AZ	09/12/2018
007257	2200009494	09/06/2018	USD	25.05	INDUSTRIAL SUPPLY CO ONTARIO CA	09/11/2018
007258	2200009497	09/06/2018	USD	13,604.62	RDO EQUIPMENT COMPANY LAKESIDE CA	09/11/2018
007259	2200009499	09/06/2018	USD	41,471.12	ROMLA VENTILATOR COMPANY SAN DIEGO CA	09/11/2018
007260	2200009495	09/06/2018	USD	1,209.67	VERIZON WIRELESS DALLAS TX	09/11/2018
007261	2200009511	09/13/2018	USD	1,367.80	ALLIED UNIVERSAL SECURITY SERV PASADENA CA	09/17/2018
007262	2200009512	09/13/2018	USD	122.68	ALTA FOODCRAFT COFFEE LONG BEACH CA	09/18/2018
007263	2200009507	09/13/2018	USD	1,850.38	APPLIED INDUSTRIAL TECHNOLOGIEPASADENA CA	09/17/2018
007264	2200009513	09/13/2018	USD	3,047.22	EGGLETON TRUCKING INC TEMECULA CA	09/18/2018
007265	2200009510	09/13/2018	USD	796.21	GRAINGER PALATINE IL	09/18/2018
007266	2200009506	09/13/2018	USD	271.29	HARRINGTON INDUSTRIAL PLASTICS CHINO CA	09/18/2018
007267	2200009515	09/13/2018	USD	32,099.00	HAWKER CORPORATION EUGENE OR	09/20/2018
007268	2200009509	09/13/2018	USD	70.61	PETTY CASH EXPENDITURES CHINO CA	09/17/2018
007269	2200009508	09/13/2018	USD	1,592.35	SOUTHWEST ALARM SERVICE UPLAND CA	09/21/2018
007270	2200009514	09/13/2018	USD	1,217.79	VIRAMONTES EXPRESS INC CORONA CA	09/26/2018
007271	2200009526	09/20/2018	USD	14,285.56	APPLIED INDUSTRIAL TECHNOLOGIEPASADENA CA	09/24/2018
007272	2200009537	09/20/2018	USD	678.86	ARTIC MECHANICAL INC RANCHO CUCAMONGA CA	09/25/2018

Bank		CBB		CITIZENS BUSINESS BANK		ONTARIO CA 917610000	
Bank Key		122234149					
Acct number		CHECK		231157042			
Check							
Check number from to	Payment	Print date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void	
007273	2200009535	09/20/2018	USD	836.40	BRIGHTVIEW LANDSCAPE SERVICES PASADENA CA	09/24/2018	
007274	2200009523	09/20/2018	USD	1,913.00	CITY RENTALS INC ONTARIO CA	09/26/2018	
007275	2200009524	09/20/2018	USD	7,608.36	COUNTY SANITATION DISTRICTS OF WHITTIER CA	09/25/2018	
007276	2200009530	09/20/2018	USD	2,850.65	CUTTING EDGE SUPPLY CO COLTON CA	09/25/2018	
007277	2200009534	09/20/2018	USD	10,333.52	DOWN'S ENERGY CORONA CA	09/25/2018	
007278	2200009536	09/20/2018	USD	3,801.60	EGGLETON TRUCKING INC. TEMECULA CA	09/25/2018	
007279	2200009525	09/20/2018	USD	221.95	HOME DEPOT CREDIT SERVICES PHOENIX AZ	09/26/2018	
007280	2200009529	09/20/2018	USD	86.20	INDUSTRIAL SUPPLY CO ONTARIO CA	09/25/2018	
007281	2200009527	09/20/2018	USD	872.78	INTERSTATE BATTERY SYSTEM ALTA LOMA CA		
007282	2200009528	09/20/2018	USD	472.15	KONICA MINOLTA BUSINESS SOLUTIONS PASADENA CA	09/24/2018	
007283	2200009522	09/20/2018	USD	724.83	REM LOCK & KEY ONTARIO CA	09/27/2018	
007284	2200009533	09/20/2018	USD	276.76	READY REFRESH BY NESTLE LOUISVILLE KY	10/01/2018	
007285	2200009531	09/20/2018	USD	349.00	SOIL CONTROL LAB WATSONVILLE CA		
007286	2200009512	09/20/2018	USD	732.16	U.S. BANK ST LOUIS MO	09/27/2018	
007287	2200009538	09/20/2018	USD	1,180.47	VIRAMONTES EXPRESS INC CORONA CA		
007288	2200009549	09/27/2018	USD	14,919.45	APPLIED INDUSTRIAL TECHNOLOGIES PASADENA CA	10/01/2018	
007289	2200009554	09/27/2018	USD	1,634.96	BERNELL HYDRAULICS RANCHO CUCAMONGA CA	10/02/2018	
007290	2200009560	09/27/2018	USD	418.20	BRIGHTVIEW LANDSCAPE SERVICES PASADENA CA	10/01/2018	
007291	2200009556	09/27/2018	USD	682.38	CINTAS FIRST AID & SAFETY LOC CINCINNATI OH	10/02/2018	
007292	2200009563	09/27/2018	USD	626.22	CUCAMONGA VALLEY WATER DISTRICT LOS ANGELES CA	10/02/2018	
007293	2200009557	09/27/2018	USD	5,424.14	CUTTING EDGE SUPPLY CO COLTON CA	10/02/2018	
007294	2200009559	09/27/2018	USD	62.00	DAVID WHEELER'S PEST CONTROL, NORCO CA	10/02/2018	
007295	2200009561	09/27/2018	USD	6,177.60	EGGLETON TRUCKING INC. TEMECULA CA	10/02/2018	
007296	2200009553	09/27/2018	USD	714.62	GRAINGER INC LAKE FOREST IL		
007297	2200009548	09/27/2018	USD	785.25	HOME DEPOT CREDIT SERVICES PHOENIX AZ	10/04/2018	
007298	2200009562	09/27/2018	USD	588.31	MODULAR BUILDING CONCEPTS INC POWAY CA	10/02/2018	
007299	2200009550	09/27/2018	USD	147.61	PATTON SALES CORE ONTARIO CA	10/02/2018	
007300	2200009551	09/27/2018	USD	6,234.91	PETE'S ROAD SERVICE FULLERTON CA	10/02/2018	
007301	2200009552	09/27/2018	USD	13.41	PETTY CASH EXPENDITURES CHINO CA	10/01/2018	
007302	2200009558	09/27/2018	USD	18,774.74	RDO EQUIPMENT COMPANY LAKESIDE CA	10/02/2018	
007303	2200009555	09/27/2018	USD	600.46	VERIZON WIRELESS DALLAS TX	10/02/2018	
* Payment method Check			USD	1,068,132.02			

Regional Composting Auth
 Rancho Cucamonga, CA
 Company code 2000

Check Register

10/09/2018 / 13:45:52
 User: PJACKSON
 Page: 5

Bank	CBB	CITIZENS BUSINESS BANK		ONTARIO CA 917610000		
Bank Key	122234149					
Acct number	CHECK	231157042				
Separate Check						
Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	EnCa./void
007218	2200009418	08/09/2018	USD	3,760.30	SOUTH COAST AQMD DIAMOND BAR CA	08/21/2018
* Payment method Separate Check			USD	3,760.30		

Check number from to	Payment	Print date	Ctry	Amount paid (FC)	Recipient/void reason code	Brca./void
**			DSD	1,071,892.32		

Check	Payee / Description	Amount
ACH	TRIBOLOGIK CORPORATION 6/11/18 Oil Analysis	45780 450.00
	TRIBOLOGIK CORPORATION \$	450.00
ACH	AMAZON BUSINESS Zest Bar Soap	1LDK-GLWP-P9M 25.97
	AMAZON BUSINESS \$	25.97
ACH	AMAZON BUSINESS Bug Zapper, Zepol Labs Mergencs Electric Bug Zapper Paper Trimmer Zest Bar Soap	1F7D-QVC9-GMN 95.81 1FMY-MW4L-DV1 46.90 1HNL-HPWK-FRN 109.45 16YH-HNRC-Y39 25.97
	AMAZON BUSINESS \$	278.13
ACH	CONSOLIDATED STORAGE COMPANIES LH Return Desk	274014 RI 4,291.89
	CONSOLIDATED STORAGE COMPANIES \$	4,291.89
ACH	SOLAR STAR CALIFORNIA VI LLC 5/18 Solar 12811 Sixth St	M0612-2081801 18,877.82
	SOLAR STAR CALIFORNIA VI LLC \$	18,877.82
ACH	INLAND EMPIRE UTILITIES AGENCY 5/18 NRW Charges 1/18-3/18 Chemical Oxygen Demand Charges 5/18 Bldg Lease Pymt	90022384 3,730.68 90022223 5,728.00 90022255 5,700.01
	INLAND EMPIRE UTILITIES AGENCY \$	15,158.69
ACH	WAXIE SANITARY SUPPLY Soap, Hand Cleaner, Sparkle Glass, Antibac	77530627 1,483.49
	WAXIE SANITARY SUPPLY \$	1,483.49
ACH	PEST OPTIONS INC 6/18 Weed Control Svcs	302393 58.00
	PEST OPTIONS INC \$	58.00
ACH	AMAZON BUSINESS Wireless Doorbell Topaz P-T110	1QYN-FC77-3C6 47.37 1J3M-D3H9-1ML 48.21
	AMAZON BUSINESS \$	95.58
ACH	Inland Empire Utilities Agency 5/18 Labor Expenses 5/18 O&M Expenses	SAP0518-RCAL& 385,030.68 SAP0518-RCAO& 19,896.98
	Inland Empire Utilities Agency \$	404,927.66
ACH	PALM AUTO DETAIL INC	

Check	Payee / Description		Amount
	6/18 Carwash for RCA Vehicles	18699-1	444.00
	PALM AUTO DETAIL INC	\$	444.00
ACH	ADVANCED ENVIRONMENTAL COMPLIA 6/26/18 Various Odor Study	7392	1,014.55
	ADVANCED ENVIRONMENTAL COMPLIA\$		1,014.55
ACH	TRIBOLOGIK CORPORATION 6/13/18 Oil Analysis	45925	120.00
	7/6/18 Oil Analysis	46825	180.00
	TRIBOLOGIK CORPORATION	\$	300.00
ACH	AMAZON BUSINESS Variable Drive Portable Cooler	1RN7-GRL6-V9J	1,566.69
	Electronic Insect Killer	11C4-H9C7-GNT	59.47
	AMAZON BUSINESS	\$	1,626.16
ACH	SOLAR STAR CALIFORNIA VI LLC 6/18 Solar 12811 Sixth St	M0612-2133772	25,962.90
	SOLAR STAR CALIFORNIA VI LLC	\$	25,962.90
ACH	AMAZON BUSINESS Iphone Case	1Q7W-7P19-DM6	24.95
	Iphone Case	1Q7W-7P19-DKK	24.95
	AMAZON BUSINESS	\$	49.90
ACH	INLAND EMPIRE UTILITIES AGENCY 6/18 NRW Charges	90022556	3,284.05
	6/18 Bldg Lease Pymt	90022457	5,700.01
	INLAND EMPIRE UTILITIES AGENCY\$		8,984.06
ACH	PALM AUTO DETAIL INC 7/18 Carwash for RCA Vehicles	18799-1	444.00
	PALM AUTO DETAIL INC	\$	444.00
ACH	FERREIRA COASTAL CONSTRUCTION RA17007-7/18 Warehouse Construction	5136-003	6,620.90
	RA17007-6/18 Warehouse Construction	5136-002	33,104.50
	FERREIRA COASTAL CONSTRUCTION \$		39,725.40
ACH	TRIBOLOGIK CORPORATION 8/3/18 Oil Analysis	47768	480.00
	7/31/18 Oil Analysis	47654	390.00
	TRIBOLOGIK CORPORATION	\$	870.00
ACH	AMAZON BUSINESS Cool-Space Refresh Tablets	1DTH-9DYX-Q1T	60.33
	AMAZON BUSINESS	\$	60.33

Check	Payee / Description		Amount
ACH	Inland Empire Utilities Agency		
	6/18 O&M Expenses	SAP0618-RCAO&	244,326.89
	6/18 Labor Expenses	SAP0618-RCAL&	313,059.33
			- - - -
	Inland Empire Utilities Agency\$		557,386.22
ACH	GOV CONNECTION INC		
	Thin Client	56001374	725.59
			- - - -
	GOV CONNECTION INC	\$	725.59
ACH	PALM AUTO DETAIL INC		
	8/18 Carwash for RCA Vehicles	18899-1	538.35
			- - - -
	PALM AUTO DETAIL INC	\$	538.35
ACH	PEST OPTIONS INC		
	7/18 Weed Control Svcs	304143	95.00
			- - - -
	PEST OPTIONS INC	\$	95.00
ACH	TRIBOLOGIK CORPORATION		
	8/10/18 Oil Analysis	47991	90.00
			- - - -
	TRIBOLOGIK CORPORATION	\$	90.00
ACH	SOLAR STAR CALIFORNIA VI LLC		
	7/18 Solar 12811 Sixth St	M0612-2187015	22,841.42
			- - - -
	SOLAR STAR CALIFORNIA VI LLC	\$	22,841.42
ACH	INLAND EMPIRE UTILITIES AGENCY		
	7/18 NRW Charges	90022723	3,873.44
			- - - -
	INLAND EMPIRE UTILITIES AGENCY\$		3,873.44
ACH	WAXIE SANITARY SUPPLY		
	Towels, Seat Cover, Hand Sanitizers	77675995	583.77
			- - - -
	WAXIE SANITARY SUPPLY	\$	583.77
ACH	PEST OPTIONS INC		
	8/18 Weed Control Svcs	306181	95.00
			- - - -
	PEST OPTIONS INC	\$	95.00
ACH	ADVANCED ENVIRONMENTAL COMPLIA		
	8/6/18 Biofilter Flow Balancing-3rd Qtr	7488	1,802.50
			- - - -
	ADVANCED ENVIRONMENTAL COMPLIA\$		1,802.50
ACH	TRIBOLOGIK CORPORATION		
	8/23/18 Oil Analysis	48463	840.00
			- - - -
	TRIBOLOGIK CORPORATION	\$	840.00
ACH	Inland Empire Utilities Agency		
	7/18 Labor Expenses	SAP0718-RCAL&	332,243.91

Check	Payee / Description	Amount
	7/18 O&M Expenses SAP0718-RCAO&	98,885.78
	Inland Empire Utilities Agency\$	431,129.69

Grand Total Payment Amount: \$ 1,545,129.51

Report: ZFIR_TREASURER Inland Empire Regional Composting Page 1
 For 07/01/2018 ~ 09/30/2018 Treasurer Report Date 10/09/2018

Check Payee / Description	Amount
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Wire	STATE BOARD OF EQUALIZATION 4/1/18-6/31/18 State Sales/Use Tax-2nd Q 101-112048 6/	1,102.00
	STATE BOARD OF EQUALIZATION \$	1,102.00

Grand Total Payment Amount: \$ 1,102.00

Report: ZFIR_TREASURER Inland Empire Regional Composting Page 1
For 07/01/2018 ~ 09/30/2018 Treasurer Report Date 10/09/2018

Check Payee / Description	Amount
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**ACTION
ITEM**

2A



Date: November 5, 2018

To: Honorable Board of Directors

From:  Christina Valencia
Treasurer

Subject: Budget Amendment for Fiscal Year 2018/19 Carry Forward of Prior Year Obligations

RECOMMENDATION

It is recommended that the Board of Directors approve the carry forward for open encumbrances and related budget in the amount of \$631,000 from FY 2017/18 to FY 2018/19.

BACKGROUND

An encumbrance is a reservation or earmark of budgeted funds for obligations arising from purchase orders, contract, leases, or approved non-purchase order commitments. Encumbrances improve budgetary control by treating commitments as expenditures and reducing the budget amount available for spending.

Encumbrances are not actual expenditures until goods and services are received. Therefore, a special treatment is required for open encumbrances if appropriations (budget) lapse at the end of the fiscal year. In this case, encumbrances to be honored in the following fiscal year, along with corresponding budget, need to be carried forward.

Staff recommends the carry forward of open encumbrances and corresponding budget from FY 2017/18 to FY 2018/19 in the amount of \$631,000. The proposed encumbered carry forward amount is related to capital project RA19002, IERCF Trommel Screen Improvements. If approved, the FY 2017/18 budget will be increased by the total carry forward amount of \$631,000. This budget amendment does not change the tipping fees or capital contributions approved for FY 2017/18 and are within the Board approved total project budgets.

PRIOR BOARD ACTION

On May 7, 2018, the Board approved the FY 2018/19 budget.

IMPACT ON BUDGET

If approved, the FY 2018/19 budget will be augmented by the total carry forward amount of \$631,000. Future expenditures against this open encumbrance will reduce the IERCA reserve balance.

**DISCUSSION
ITEM FOR
POSSIBLE
ACTION
ITEM**

3A



Date: November 5, 2018

To: Honorable Board of Directors

From: Jeff Ziegenbein
Project Manager

Subject: Mission Statement

RECOMMENDATION

This is an information item for discussion and possible action.

BACKGROUND

The IERCA Board of Directors expressed an interest in developing a mission statement and asked staff to draft one for review based on input from the Board.

The Inland Empire Regional Composting Authority protects the environment by converting waste products into high-quality compost. Compost creates healthy soils, which saves water, improves air quality, and boosts soil productivity. We use safe, innovative, collaborative, and cost-effective practices, providing sustainable biosolids management that benefits our partnering agencies and communities.

PRIOR BOARD ACTION

None.

IMPACT ON BUDGET

There is no impact on the Authority's FY 2018/19 budget.


INFORMATION
ITEM


4A



Date: November 5, 2018

To: Honorable Board of Directors

From: Jeffrey Ziegenbein 
 Project Manager

Ann Heil 
 Assistant Project Manager

Subject: Project Manager's Report

RECOMMENDATION

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

BACKGROUND

Operations

The Inland Empire Regional Composting Facility (IERCF) continued to operate at maximum capacity processing up to 850 wet tons of biosolids and amendments daily.

Since the last update, the IERCF staff has:

- o Logged over 2,774 days without a lost time incident
- o Maintained compost sales volumes that match production volumes
- o Maintained 100% compliance with permit regulations

Table 1 lists materials processed for the current fiscal year 2018/19, the same time period in the previous fiscal year, and since start up in April 2007, through September 30, 2018.

Table 1: Process summary

	FY 2018/19	FY 2017/18	2007-2018
Biosolids Processed (wet tons)	37,820	35,252	1,498,713
Amendments Processed (wet tons)	9,634	8,421	605,983
Compost Sold (cubic yards)	47,834	56,916	2,394,974

The Operations team began biofilter maintenance work by removing the existing media, blending in 25% new wood media and rebuilding the biofilter to 7.5' height. The biofilter is continuing to operate well and in full compliance and will remain in service during the maintenance process. There is a source test scheduled to be completed in February 2019 as required by the facility's South Coast Air Quality Management District permit. Source tests verify the biofilter's performance measured by a certified, independent contractor. This will be the sixth source test since the first completed one in 2009. Field testing indicates that the biofilter is working well and is expected to pass without issue.



Biofilter media maintenance

Recruitment

The IERCF has completed the recruitment of a new Electrical and Instrumentation Technician. He began work at the IERCF on Monday, October 22, 2018.

Maintenance

Quarterly Report; July-September

SCHEDULE COMPLETION	116%
Work Orders Scheduled	331
Work Orders Completed	382
SCHEDULE ON TIME PERCENT	90%
Corrective Maintenance (CM's) Created	164
Break in Work	52
Average work order age	25 Days

IERCF Maintenance continues to strive for timely and reliable repairs to minimize downtime to the operations of the facility. Key Performance Indicators (KPI's) show a snapshot of how an organization is performing. The chart above shows some of the KPI's that are monitored weekly, monthly and quarterly. By managing the KPI's, the maintenance team was able to identify trends that allow for the most efficient use of resources.

Maintenance Training

IERCF Maintenance understands the need to continually advance and refresh mechanical skills and knowledge. Over the last quarter the Maintenance department participated in a variety of training topics from Flexco wiper inspections and installation, new grease types, auto-lubrication systems, and hydraulic tool safety best practices.



Capital Projects

Energy/Solar Project

On Monday, September 10, 2018, the Agency started construction on the IERCF Solar Installation, Project No. EN0000000016. This system is the first of its kind as it will integrate the RP-4 1,500 kW/3,000 kWh battery storage system, the RP-4 wind turbine, and a new 1,500 kW solar photovoltaic system. The project is currently on track to be completed by the end of the year. West Hills Construction (WHC) is near completion on all preparation work required for the solar panels to be installed and is expecting to begin construction for the inverter pad in the following weeks. There were challenges faced including finalizing the design on how the system will communicate with IEUA facilities and shut off in case of emergencies but that has been resolved and the project is moving along smoothly.



Solar panel construction on the IERCF roof

Trommel Screen Replacement Project

The new trommel screen is under construction at the manufacturer's warehouse in Oregon. The unit is expected to be delivered in early January 2019. The contractor has initiated the demolition of the existing system. The entire project is scheduled to be completed in May 2019.



New Trommel Construction



Existing Trommel Demolition

Outreach



Chinese State Council Delegation Tour – September 13, 2018

The following table lists a summary of IERCA outreach activities for the quarter:

Item	Number
IERCF Tours (groups)	5
IERCF Tours (people)	70
Garden in Every School	0
Site visitors	150

Sales and Marketing Report

The sales staff is currently servicing over 100 active customers. Over the last quarter, we have added two new customers and reactivated one customer. The team's focus over this last quarter has remained on increasing revenue and growing the value for our Premium Compost. Sales are slightly below production due to hot weather resulting in a modest inventory increase through the quarter. IERCA's customer base is currently 65% landscape markets and 30% agriculture with 5% going to local cities. This market diversification has allowed IERCA to maintain a more even sales distribution throughout this summer and early fall season.

SoilPro continues to be the leading supplier of Premium Compost throughout the landscape and bulk material yard market segment. IERCA continues to see positive results from the Give Back program and continues to promote this opportunity to the many cities affiliated with IEUA, SDLAC, and OCSD. The sales team remains committed to promoting the many advantages of SoilPro, including the water savings, ability to sequester carbon, and the use in correcting unproductive soils through healthy and natural processes. IERCA sales staff continues to monitor market conditions to ensure the best value for our compost.



SoilPro application onto sod farm in San Jacinto, CA

Table 1 lists a summary of monthly sales and revenue:

MONTH	TOTAL YARDS 2018/2019	TOTAL YARDS 2017/2018	TOTAL REVENUE 2018/2019	TOTAL REVENUE 2017/2018
July	14,910.11	21,518.61	\$24,972.01	\$31,737.00
August	15,194.50	19,226.62	\$28,866.84	\$37,071.78
TOTAL	30,104.61	40,745.23	\$53,838.85	\$68,808.78
AVERAGE	15,052.31	20,372.62	\$26,919.43	\$34,404.39

The following tables summarize the Authority's ageing reports and sales write off history.

Monthly Accounts Receivable Ageing Report of IERCA (Sales only to third parties)								
	Description	Current	1-30 Days	31-60 days	61-90 days	91-120 days	>121 days	Total
1	Amount \$	88,667.83	9,250.64	6,333.01	879.89	884.20	2,538.02	108,553.99
2	# of Invoices	64	9	7	2	2	8	91
3	# of Customers	45	9	7	2	2	5	70

Quarterly Accounts Receivable Ageing Report of IERCA (Sales only to third parties)				
Sr. #	Description	From FY 2007/08 to FY 2017/18	FY 2018/19 (July 1, thru Sept 30)	Total
1	Sales	6,086,500.02	111,386.46	6,197,886.48
2	Write off	33,701.60	\$0	33,701.60
3	Percentage of Write Off Sales	0.5537%		0.5438%

PRIOR BOARD ACTION

None.

IMPACT ON BUDGET

None.

INFORMATION
ITEM

4B



Date: November 5, 2018

To: Honorable Board of Directors

From: Christina Valencia
Treasurer

Subject: Treasurer's Report of Financial Affairs for the Quarter Ended
September 30, 2018

RECOMMENDATION

The Treasurer's Report of Financial Affairs for the quarter ended September 30, 2018 is an informational item for the Board's review.

BACKGROUND

In accordance with State Code, Section 53646(b) (1), and the Authority's Investment Policy (Resolution No. 2018-5-1), a periodic investment report shall be submitted to members of the Board for review. This report includes in part, the investment types, investment institutions, maturity dates, investment amount, current market value, and rate of interest/earnings yield.

The Treasurer's Report of Financial Affairs for the quarter ended September 30, 2018 is hereby submitted in a format consistent with State requirements. As shown in the table below, September's total cash, investments, and restricted deposits equaled \$5,601,286 showing a decrease of \$241,358 when compared to the June balance of \$5,842,644. The decrease was mainly due to increase in spending for operating and administrative expenses.

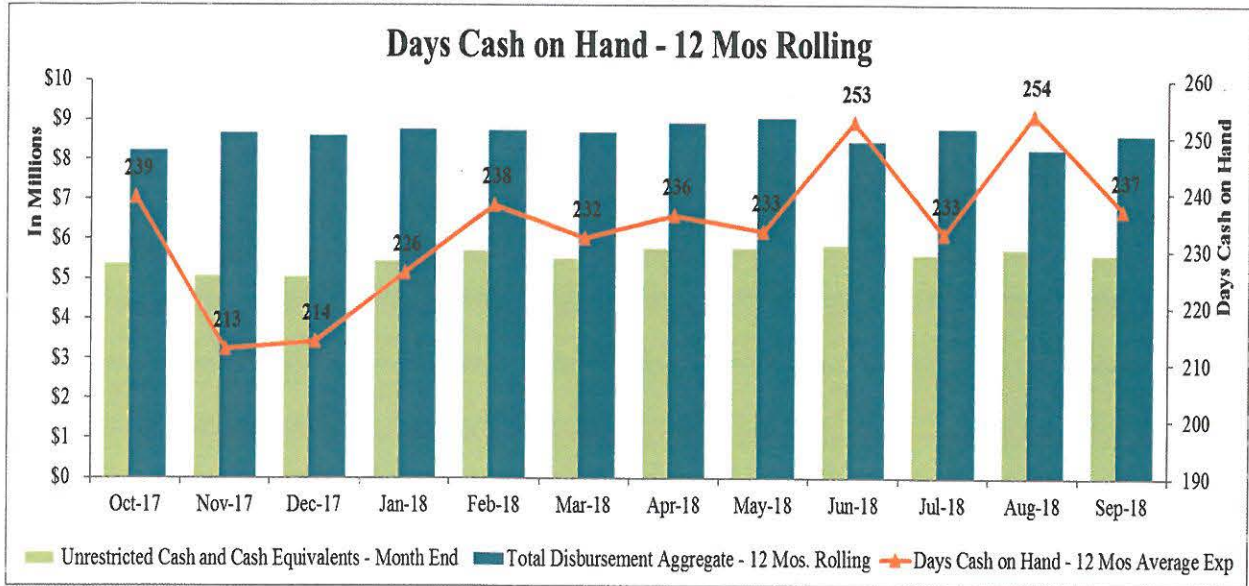
The Authority's investment portfolio average rate of return in September 2018⁽¹⁾ was 1.469 percent compared to the June 2018 yield of 1.453.

(1) Information from LA County Pooled Investment and Local Agency Investment Fund is as of August 31, 2018.

	June 30, 2018	September 30, 2018	Changes from Prior Quarter
Total Cash, Investments, Restricted Deposits	\$5,842,644	\$5,601,286	(\$241,358)
Investment Portfolio Average Rate of Return	1.453%	1.469%	0.016%

Cash on hand (COH) for the month ended September 30, 2018 was 237 days compared to June 30, 2018 COH of 253 days, due to lower cash receipts for the quarter. The COH is a financial ratio

used to measure cash readily available to pay expenses. Average days of cash on hand is calculated using the monthly ending balance of unrestricted cash and cash equivalents divided by disbursements associated with operating expense, and capital expense as recorded in the Authority’s cash flow.



PRIOR BOARD ACTION

None.

IMPACT ON BUDGET

The interest earned on the Authority’s investment portfolio increases the Authority’s reserves.

Attachment: Treasurer’s Report of Financial Affairs for quarter ended September 30, 2018.

TREASURER'S REPORT OF FINANCIAL AFFAIRS

For the Quarter Ended September 30, 2018



All investment transactions have been executed in accordance with the criteria stated in the Authority's Investment Policy (Resolution No. 2018-5-1), adopted by the Inland Empire Regional Composting Authority's Board of Directors during its regular meeting held on May 7, 2018. The funds anticipated to be available during the next six-month period are expected to be sufficient to meet all foreseen expenditures during the period.

** A Joint Powers Authority*

INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY

Cash and Investment Summary

Quarter Ended
September 30, 2018

Unrestricted Accounts

Cash, Bank Deposits, and Bank Investment Accounts

Investments

	September	June
	\$538,162	\$468,418
Citizens Business Bank (CBB) Repurchase (Sweep)	\$1,158,669	\$1,488,019
LA County Pooled Investment	\$3,904,449	\$3,886,201
Local Agency Investment Fund (LAIF)	\$6	\$6
Total Investments	\$5,063,124	\$5,374,226
Total Unrestricted Cash and Investments Available to the Authority	\$5,601,286	\$5,842,644
Total Unrestricted Cash and Investments	\$5,601,286	\$5,842,644
Net Change from previous Quarter	(\$241,358)	

INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY
Cash and Investment Summary

Quarter Ended
September 30, 2018

Unrestricted Accounts

Cash, Bank Deposits, and Bank Investment Accounts

Demand (Checking) Accounts	\$538,162
Subtotal Demand Deposits	\$538,162
<i>Total Cash and Bank Investment Accounts</i>	
	\$538,162

Investments

Citizens Business Bank (CBB) Repurchase (Sweep)	\$1,158,669
Local Agency Investment Fund (LAIF)	\$6
LA County Pooled Investment	\$3,904,449
	\$5,063,124
<i>Total Investments</i>	
	\$5,063,124

<i>Total Cash, Investments and Restricted Deposits as of September 30, 2018</i>	\$5,601,286
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Total Unrestricted Cash and Investments as of 9/30/2018	\$5,601,286
Less: Total Unrestricted Cash and Investments as of 6/30/2018	\$5,842,644
<i>Total Quarterly Increase (Decrease)</i>	(\$241,358)

INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY
Cash and Investment Summary

Quarter Ended
September 30, 2018

Investments	Purchased	Par Amount	Principal Amount	Term (Days)	September Amortization	September Value	% Yield	Maturity Date	Market Value
<u>Unrestricted Accounts</u>									
<u>Cash, Bank Deposits, and Bank Investment Accounts</u>									
Citizens Business Bank									
Checking Account		\$538,162	\$538,162	N/A	N/A	\$538,162	N/A	N/A	\$538,162
Subtotal CBB		\$538,162	\$538,162			\$538,162	N/A		\$538,162
Total Cash and Bank Deposits		\$538,162	\$538,162			\$538,162			\$538,162
<u>Investments</u>									
Citizens Business Bank Sweep ⁽¹⁾		\$1,158,669	\$1,158,669			\$1,158,669	0.900%		\$1,158,669
LA County Pooled Investment ⁽²⁾		\$3,904,449	\$3,904,449			\$3,904,449	1.840%		\$3,904,449
Local Agency Investment Fund ⁽²⁾		\$6	\$6	N/A	N/A	\$6	1.998%	N/A	\$6
Subtotal Investments		\$5,063,124	\$5,063,124			\$5,063,124	1.625%		\$5,063,124
Total Investments		\$5,063,124	\$5,063,124			\$5,063,124			\$5,063,124
Total Unrestricted Cash and Investments as of September 30, 2018		\$5,601,286	\$5,601,286			\$5,601,286			\$5,601,286

⁽¹⁾ Citizens Business Bank Sweep rate increased from 0.7% to 0.9% on May 31, 2018.

⁽²⁾ Interest Rate information from LA County Pooled Investment and Local Agency Investment Fund is as of August 31, 2018

INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY
Cash and Investment Summary

Quarter Ended
September 30, 2018

Unrestricted Accounts

Cash, Bank Deposits, and Bank Investment Accounts

Citizens Business Bank - Sweep Account⁽¹⁾

LA County Pooled Investment⁽²⁾

Local Agency Investment Fund⁽²⁾

Bank Accounts

Citizens Business Bank -Demand Account

Total Portfolio

Investment Portfolio Rate of Return

Restricted/Transitory/Other Demand Accounts

Total Other Accounts

Total Authority Directed Deposits

Amount Invested	Yield
\$1,158,669	0.900%
\$3,904,449	1.840%
\$6	1.998%
\$5,063,124	1.625%
\$538,162	N/A
\$538,162	
\$5,601,286	
	1.469%
Amount Invested	Yield
\$0	0.000%
\$5,601,286	

⁽¹⁾ Citizens Business Bank Sweep rate increased from 0.7% to 0.9% on May 31, 2018

⁽²⁾ Interest Rate information from LA County Pooled Investment and Local Agency Investment Fund is as of August 31, 2018

INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY

Cash Position

*Quarter Ended
June 30, 2018*

