

**SPECIAL MEETING OF THE BOARD OF DIRECTORS OF  
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)  
JUNE 06, 2022  
10:00 A.M.**

**DIRECTORS PRESENT via video/teleconference:**

Jon Blickenstaff, Chairperson  
Paul Hofer, Vice Chairperson  
Margaret Finlay, Director  
Jasmin A. Hall, Director  
Robert Ferrante, Director  
Shivaji Deshmukh, Director

**STAFF PRESENT or via video/teleconference**

Jeff Ziegenbein, Project Manager, IERCA  
Mike Sullivan, Assistant Project Manager, IERCA  
Adrienne Fernandez, Recording Secretary, IERCA  
Martin Cihigoyenetché, General Counsel  
Javier Chagoyen-Lazaro, Acting Treasurer, IERCA  
Randy Lee, Director of Operations and Maintenance, IEUA  
Denise Garzaro, Board Secretary, Office Manager, IEUA  
Marcus Coulombe, Compost Sales Coordinator, IERCA  
Francis Concemino, Senior Project Manager Asset Management, IEUA  
Christiana Daisy, Deputy General Manager, IEUA  
Tony Arellano, Safety Officer, IEUA  
Sarah Recinto, Associate Engineer, 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 10:05 a.m. and he led the pledge of allegiance to the flag. Recording Secretary, Adrienne 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 introduced Juan Barajas, the IERCA's new Electrical and Instrumentation Technician II.

**CONSENT CALENDAR**

- A. ADOPTION OF RESOLUTION NO. 2022-06-02**  
Martin Cihigoyenetché, 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.

**B. MINUTES**

The Board approved the minutes from the May 2, 2022, regular meeting.

**C. INVESTMENT AND DISBURSEMENT REPORT**

The Board of Directors approved the months of January 2022 - March 2022:

1. Total disbursements in the amount of \$1,481,537.66.
2. There were no new investments during January 1, 2022 – March 31, 2022.

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. ADOPTION OF BUDGET FOR FISCAL YEAR 2022/23**

Javier Chagoyen-Lazaro presented the proposed Budget for Fiscal Year 2022/23, he advised of a \$1 increase to tipping fees, a 2-million-dollar budget for Capital Call projects, staff maintained at 25 full time employees, and timely upkeep of assets to support level of service. Chairperson Blickenstaff inquired about competitor rates for tipping fees, Jeff Ziegenbein advised we are competitive with our current rates and increase is mainly due to labor costs.

Moved by Director Finlay, seconded by Vice Chairperson Hofer, 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

**B. ANNUAL MANAGEMENT PLAN**

Jeff Ziegenbein presented the Annual Management Plan. He noted continued focus on no recordable or lost time or accidents, maximizing throughput at 17,750 tons per month, and maintaining environmental compliance.

Moved by Director Hall, 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, Ferrante, Hall, Finlay  
Noes: None  
Absent: None  
Abstain: None

**C. MASTER SERVICE AGREEMENT WITH RDO EQUIPMENT COMPANY**

Jeff Ziegenbein requested the Board approve a 5-year Master Service Agreement with RDO Equipment Company (RDO) to provide parts, service, and equipment rental in support of the IERCF mobile equipment fleet and stationery trommel screens from an annual not-to-exceed aggregate value of \$1,500,000. Chairman Blickenstaff asked about old and new trommel screens, Jeff Ziegenbein advised that the remaining older screen had been discussed with staff and IERCF can maintain and repair the screen to prevent long range issues and that it runs as a backup, versus the new screen that runs approximately 40 hours per week.

Moved by Director Finlay, seconded by Vice Chairperson Hofer, 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

**D. ADOPTION OF THE INVESTMENT POLICY FOR FY 2022/23**

The Board adopted Resolution No. 2022-06-01, approving the Authority's Investment Policy for FY 2022/23.

Moved by Director Finlay, seconded by Vice Chairperson Hofer, 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

**E. WHEEL LOADER PURCHASE**

The Board approved the purchase of two Liebherr L-566 wheel loaders with high capacity buckets and cab filtration systems for approximately \$610,000 each including taxes, delivery, and extended warranty; and authorized the IEUA Manager of Contracts and Procurement to finalize and execute the agreement. Jeff Ziegenbein advised this purchase would complete the IERCF fleet. Director Finlay inquired about delivery time and Mr. Ziegenbein advised the loaders have been placed in a holding queue for the IERCF and upon approval we could receive both loaders by December 2022.

Moved by Vice Chairperson Hofer, 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, Ferrante, Hall, Finlay  
Noes: None  
Absent: None  
Abstain: None

## **INFORMATION ITEMS**

### **A. PROJECT MANAGER'S REPORT**

Jeff Ziegenbein briefed the Board by advising the IERCF has maintained full compost sales, a strong safety record, received the 2<sup>nd</sup> wheel loader, met a 2-million-ton mark of biosolids, onboarded the new E&I Technician, and advised that the IERCA will be celebrating winning the Composter of the Year and Plant Safety USCC Awards.

### **B. TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED MARCH 31, 2022**

Javier Chagoyen-Lazaro provided a brief presentation on the report.

### **C. ASSET MANAGEMENT UPDATE**

Francis Concemino provided a presentation on asset management.

### **D. COMPLIANCE UPDATE**

Sarah Recinto gave an overview of the SCAQMD Notice of Violation (NOV) and the actions that the IERCA has taken thus far to resolve the concern, reflecting a timeline for transparency. The Board showed gratitude for the efforts that staff has taken. Director Deshmukh advised this issue is also on the IEUA staff radar and being monitored closely. Jeff Ziegenbein reassured the Board that staff will continue to take an active approach and is also corresponding with counsel as appropriate until the NOV is fully resolved.

## **DIRECTOR COMMENTS**

Chairperson Blickenstaff acknowledged the upcoming IERCA 2-million-ton celebration. Vice Chairperson Hofer complimented staff on their great job and appreciates the work ethic.

## **DIRECTORS' COMMENTS**

None

With no further business, Chairperson Blickenstaff adjourned the meeting at 11:21 a.m.

Adrienne Fernandez  
Adrienne Fernandez, Recording Secretary  
**APPROVED:**