

**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
Adrienne 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 Cihigoyenette, 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, 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, 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 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. 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. ELECTION OF OFFICERS

Martin Cihigoyenetché, General Counsel, gave instructions on the election process. The Board of Directors had a brief discussion, resulting in the re-election 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. ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED 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. APPROVAL OF TWO-YEAR CONTRACT EXTENSION WITH 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.

Adrienne Fernandez
Adrienne Fernandez, Recording Secretary
APPROVED: