

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)
MAY 4, 2020
VIA - TELECONFERENCE
10:00 A.M.**

DIRECTORS PRESENT:

Jon Blickenstaff, Chairperson
Shivaji Deshmukh, Director
Robert Ferrante, Director
Margaret Finlay, Director
Kati Parker, Alternate Director

DIRECTORS ABSENT:

Michael Camacho, Vice Chairperson
Paul Hofer, Director

OTHERS PRESENT VIA Telecon:

Jeff Ziegenbein, Project Manager, IERCA
Ann Heil, Assistant Project Manager, IERCA
Christina Valencia, Treasurer, IERCA
Marty Cihigoyenette, General Counsel
Randy Lee, Executive Manager of Operations/AGM, IEUA
Warren Green, Manager of Contracts and Procurement, IEUA
Teresa Velarde, Manager of Internal Audit, IEUA
Javier Chagoyen-Lazaro, Manager of Finance and Accounting, IEUA
Victoria Stone, Recording Secretary, IERCA

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 CA, on the above date.

Chairperson Blickenstaff called the meeting to order at 10:01 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 Finlay seconded by Director Ferrante the motion carried: (5-0)

M2020-5-1

The Board:

Approved the Consent Calendar.

1. Minutes from the February 4, 2020, regular meeting of the Board of Directors.
2. The Investment and Disbursement Report as submitted.

ADOPTION OF BUDGET FOR FISCAL YEAR 2020/21

Christina Valencia, Treasurer, presented the proposed budget for fiscal year 2020/21 stating that the biosolids tipping fee would be increased by \$1.00 to \$57.00 per wet ton. She stated that the last time the Board authorized an increase was in 2017. She continued with the proposed budget stating that we will carry forward the capital call funds which were not executed so they will remain in place to support capital improvements as needed throughout the year.

Upon motion by Director Finlay, seconded by Director Deshmukh, the motion carried: (5-0)

M2020-5-2

The Board:

1. Adopted the Inland Empire Regional Composting Authority (IERCA) budget for fiscal year 2020/21.
2. Increased the tipping fee from \$56 to \$57 per wet ton; and
3. Approved a capital call of \$500,000 to be shared equally by the Inland Empire Utilities Agency (IEUA) and the Sanitation District No. 2 of Los Angeles County (SDLAC) to support capital improvement project costs.

ADOPTION OF THE INVESTMENT POLICY FOR FY 2020/21

Ms. Valencia presented the Investment Policy for Fiscal Year 2020/21. She stated that this Policy establishes procedures and guidelines by which temporarily idle funds will be managed. The Policy also prioritizes the IERCA's public fund management objective for safety, liquidity and yield.

Upon motion by Alternate Director Parker seconded by Director Ferrante, the motion carried: (5-0)

M2020-5-3

The Board:

1. Adopted Resolution No. 2020-5-1 approving the Authority's Investment Policy for Fiscal Year 2020/21.

ANNUAL MANAGEMENT PLAN

Mr. Ziegenbein gave an overview of the Annual Management Plan stating that this plan is submitted each year by the Project Manager and Assistant Project Manager to the Board for review and approval. Mr. Ziegenbein stated that there are no material changes. He said that the key focus areas are maintaining a safe work environment for staff. He continued stating the facility continues to meet perfect compliance records. Mr. Ziegenbein went on to state that we are entering into a new permit for Storm Water possibly late this summer. Compost sales staff continues to look at all markets, staff does not anticipate any changes to compost pricing.

Upon motion by Director Finlay, seconded by Director Deshmukh, the motion carried: (5-0)

M2020-5-4

The Board:

- Approved the Annual Management Plan for Fiscal Year 2020/21.

PROJECT MANAGER'S REPORT

Mr. Ziegenbein summarized that the facility has processed 2.5 million tons of biosolids and produced 2.7 million cubic yards of compost since startup in 2007. He said that the facility is continuing to operate at full capacity as an essential facility during COVID-19. The facility received two environmental awards from the Santa Ana River Basin Section and the California Water Environment Association respectively. He further stated that the facility recently completed a painting project throughout the plant. Mr. Ziegenbein provided an update on facility maintenance activities including work order statistics showing assigned and completed tasks. He added that the team remains committed to reliability and is exploring auto lubrication systems for rotating equipment. Mr. Ziegenbein went on to update some of the impacts the pandemic has had including no visitors, no tours and that the research project with Chino Basin Water Conservation District has been tabled for now. He closed stating that the IERCA is competing for two environmental grants.

TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED MARCH 31, 2020

Ms. Valencia presented the quarterly report ending March 31, 2020 with total cash, investments and restricted deposits equaled \$3,953,534 showing a decrease of \$42,193 when compared to the December balance. The slight decrease was mainly due to higher cash outflow of operating and administrative expenses.

CAPITAL PROJECTS UPDATE

Mr. Ziegenbein provided an update on facility capital projects stating that the new trommel screen has been operating reliably and meeting all expectations. Staff is still evaluating the screen cloth type but the entire system appears to be operating without issue. He went on to state that the wash pad cover project was still in progress and the City of Rancho Cucamonga is finalizing comments at Plan Check. The wash pad cover is expected to be installed in Fall of 2020.

DIRECTORS' COMMENTS

Chairperson Blickenstaff wanted to thank staff for putting together this virtual meeting.

Director Finlay requested zoom meetings in the future as an alternative to in person meetings.

With no further business, Chairperson Blickenstaff adjourned the meeting at 10:42 a.m.



Victoria Stone, Recording Secretary

APPROVED: August 3, 2020