

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)  
NOVEMBER 1, 2021  
10:00 A.M.**

**DIRECTORS PRESENT:**

Shivaji Deshmukh, Director

**DIRECTORS PRESENT via video/teleconference:**

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

**STAFF PRESENT**

Jeff Ziegenbein, Project Manager, IERCA  
Adrienne Fernandez, Recording Secretary, IERCA  
Randy Lee, Executive Manager of Operations/AGM, IEUA

**STAFF PRESENT or via video/teleconference**

Christina Valencia, Treasurer, IERCA  
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, Manager of Finance and Accounting, IEUA  
Daniel Solorzano, Network Administrator, IEUA  
Marcus Coulombe, Sales Coordinator, IEUA  
Matt Bao, Supervising Engineer, LACSD  
Nicole Slavin, External Affairs Specialist I, 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.

Chairperson Blickenstaff called the meeting to order at 10:08 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**

Chairperson Blickenstaff and the Board of Directors recognized Adrienne Fernandez as the new Administrative Assistant II and Recording Secretary for IERCA.

Chairperson Blickenstaff and the Board of Directors recognized Christina Valencia for 10 years of service with the Inland Empire Regional Composting Authority, along with Director Deshmukh acknowledging 22 years of service with IEUA. All members congratulated Ms. Valencia on her accomplishments and wished her well in her future endeavors into retirement.

**ACTION ITEMS**

**A. ADOPTION OF RESOLUTION NO. 2021-11-1**

Martin Cihigoyenette, 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.

Moved by Director Finlay, seconded by Vice Chairperson Hofer, the motion carried unanimously. The Board of Directors adopted Resolution No. 2021-11-1 by the following vote:

Ayes: Blickenstaff, Hofer, Deshmukh, Ferrante, Hall, Finlay  
Noes: None  
Absent: None  
Abstain: None

**B. DESIGNATION OF IERCA ACTING TREASURER**

Jeff Ziegenbein, IERCA Project Manager, recommended Javier Chagoyen-Lazaro as the new Acting Treasurer for IERCA. He explained that Javier has worked and trained with Christina Valencia and possesses an understanding of IERCA's financial practices and advised that the structure would stay consistent with IEUA.

Moved by Director Finlay, seconded by Director Deshmukh, the motion carried unanimously. The Board of Directors designated Javier Chagoyen-Lazaro as the IERCA Acting Treasurer by the following vote:

Ayes: Blickenstaff, Hofer, Deshmukh, Ferrante, Hall, Finlay  
Noes: None  
Absent: None  
Abstain: None

**C. WHEEL LOADER PURCHASE**

Jeff Ziegenbein, IERCA Project Manager, spoke on the history of the previous Board approval to purchase a wheel loader and also provided details regarding a rented L-566 wheel loader currently being utilized at IERCF. He explained the rental loader allowed staff to test the equipment at the IERCF where it was observed to be compatible with the facility's environment and production requirements. He advised this recommendation is to procure the rented loader and advised the cost has the amount of rental fees paid applied and no expense for delivery. A brief discussion commenced regarding the \$540,000 previously approved by the Board of Directors in fiscal year 20/21 to purchase a loader and the motion to carry it forward to the current fiscal year, it was agreed to bring the item to the Board of Directors meeting in February 2022.

Moved by Vice Chairperson Hofer, seconded by Director Ferrante, the motion carried unanimously. The Board of Directors approved the purchase of one L-566 wheel loader for approximately \$450,000 including taxes, delivery and warranty; approved the budget amendment for \$450,000; and authorized the IEUA Manager of Contracts and Procurement to finalize and execute the agreement by the following vote:

Ayes: Blickenstaff, Hofer, Deshmukh, Ferrante, Hall, Finlay  
Noes: None  
Absent: None  
Abstain: None

**CONSENT CALENDAR**

**A. MINUTES**

The Board approved the minutes from the August 2, 2021 regular meeting.

**B. INVESTMENT AND DISBURSEMENT REPORT**

The Board of Directors approved for the months of July 2021 –September 2021:

1. Total disbursements the amount of \$1,156,083.13.
2. There were no new investments during July 1, 2021 – September 30, 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

**INFORMATION ITEMS**

**PROJECT MANAGER'S REPORT**

Jeff Ziegenbein, IERCA Project Manager, summarized the facility's throughput levels and compliance with permits, reported no loss time incidents, reported 3 million cubic yards of compost sold, provided update on current staff recruitments, and closed by advising that all staff at the IERCF has returned to work and is still maintaining Covid-19 safety precautions.

**INFORMATION ITEM ONLY; NO ACTION TAKEN**

**TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED SEPTEMBER 30, 2021**

Ms. Valencia, IERCA Treasurer, presented the quarterly report ending September 30, 2021 with total cash, investments and restricted deposits equaled \$3,133,841 reflecting an increase of \$1,073,783 in comparison to the June balance of \$3,133,841. She explained the increase was mainly due to lower cash flows for operating and administrative expenses.

**INFORMATION ITEM ONLY; NO ACTION TAKEN**

**ASSET MANAGEMENT UPDATE**

Jeff Ziegenbein, IERCA Project Manager, presented an update on IEUA's Asset Management Program. He shared a video and article from BioCycle Magazine that explained one of IERCA's preventive maintenance measures that utilizes Infrared imaging.


**INFORMATION ITEM ONLY; NO ACTION TAKEN**

**DIRECTORS' COMMENTS**

Board of Directors- Wished everyone a Happy Holiday.

Chairperson Blickenstaff – Thanked Jeff Ziegenbein, IERCA Project Manager, for the Board of Directors Reference Guide. He appreciated staff's proactive concepts.

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



Adrienne Fernandez, Recording Secretary

APPROVED: 2-7-2022