

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)
NOVEMBER 2, 2020
VIA - TELECONFERENCE
10:00 A.M.**

DIRECTORS PRESENT:

Jon Blickenstaff, Chairperson
Michael Camacho, Vice Chairperson
Shivaji Deshmukh, Director
Margaret Finlay, Director
Robert Ferrante, Director

DIRECTORS ABSENT:

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
Christiana Daisy, Executive Manager of Engineering/AGM, IEUA
James Spears, Associate Engineer, IEUA
Warren Green, Manager of Contracts and Procurement, IEUA
Javier Chagoyen-Lazaro, Manager of Finance and Accounting, IEUA
Denise Garzaro, Board Secretary/Office Manager, IEUA
Jeanina Romero, Executive Assistant Operations, IEUA
Kenneth Monfore, Asset Management, IEUA
Matt Bao, Supervising Engineer, LACSD
Michael Sullivan, Assistant Department Head, LACSD
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 10:02 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.

Chairman Blickenstaff recognized Assistant Project Manager Ann Heil for her service to this project. He stated that Ms. Heil has been the Assistant Project Manager for the past five and a half years. Ms. Heil has been with the Districts since 1988 working in several departments specializing in environmental compliance. In April 2015 she was promoted to Section Head of the Monitoring Section replacing Mr. Sullivan. Staff would like to recognize Ms. Heil for her dedication and service to the Authority.

CONSENT CALENDAR

Upon motion by Director Finlay, seconded by Director Deshmukh, the motion carried unanimously

M2020-11-1

The Board:

Approved the Consent Calendar.

1. Minutes from the August 3, 2020, regular meeting of the Board of Directors.
2. The Investment and Disbursement Report as submitted.

Director Camacho entered the meeting at 10:09 a.m.

FISCAL YEAR 2019/20 CARRY FORWARD BUDGET AMENDMENT

Ms. Christina Valencia stated that Staff is recommending the Board of Directors approve the carry forward for open encumbrances and related budget in the amount of \$497,672 from FY 2019/20 to FY 2020/21.

Upon motion by Director Finlay, seconded by Director Ferrante, the motion carried unanimously

M2020-11-2

The Board:

Approved the carry forward for open encumbrances and related budget in the amount of \$497,672 from FY 2019/20 to FY 2020/21.

PROJECT MANAGER'S REPORT

Mr. Ziegenbein summarized the facility's throughput levels stating that biosolids levels are at approximately 650 wet tons and amendments at 300 wet tons per day representing full capacity. He further stated that compost sales volumes are exceeding production volumes and that this is the time of year where farmers are preparing the ground for seeding. He noted that the current Sales and Marketing Coordinator has been promoted to Compost Facility Supervisor of Maintenance and the facility has initiated a recruitment to fill this vacancy. Mr. Ziegenbein continued with a COVID-19 update stating that the facility has been operating full production while following the CDC guidelines to keep staff healthy. He discussed the Biofilter Media Replenishment project stating that the project is required about every two years and that completion is expected in January 2021. Mr. Ziegenbein continued with an update on the maintenance activities, stating that the department has begun testing ABB Smart Sensor technology. This technology is designed to monitor fan bearings and other remote bearings throughout the facility and is programmed to provide alarms when bearings overheat or begin to vibrate. Mr. Ziegenbein added that the facility continues to be closed to the public due to the COVID-19 Pandemic therefore, there are no tours of the facility.

TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED JUNE 30, 2020

Ms. Valencia presented the quarterly report ending September 30, 2020 with total cash, investments and restricted deposits equaled \$2,990,670 showing a decrease of \$1,193,302 when compared to the June balance of \$4,183,972. She stated that the decrease was mainly due to a higher spending in operating and administrative expenses for the annual renewal of the commercial property coverage and general liability insurance for \$572,000 that was paid at the beginning for the quarter and glulam roof repair for \$250,000; and the timing in processing payment of operations, maintenance and labor costs. Interest earnings on the Authority's investment portfolio totaled \$9,281 for the first quarter through September 2020. Ms. Valencia stated that the Authority will be exercising the Capital Call which will be \$250,000 for each partner. She stated that the last time this was exercised was back in 2014.

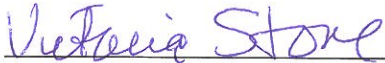
CAPITAL PROJECTS UPDATE

Mr. Ziegenbein introduced James Spears, IEUA Associate Engineer, who presented updates on three Capital Projects. The first being the Compost Screening Plant No. 1 Replacement project. He stated that this project was completed last year however, there are some items which required follow-up under warranty by the manufacturer WSM. Most impactful was the screen cloths that after failing twice the manufacturer decided to replace tensioned screen technology which is more robust than the bolt-on style the screen came with. The next update was the Glulam repair project that was completed in two parts. First, temporary columns were installed for safety while engineers evaluated the beam and developed a repair plan. Second, steel reinforcement beams were mounted to the glulam to increase strength and to allow the beam to be put back into service. Mr. Spears stated that construction was completed in September 2020. The third project was the Wash Pad Cover which stated was 70% completed and expected to be finished in December 2020.

DIRECTORS' COMMENTS

None.

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



Victoria Stone, Recording Secretary

APPROVED: February 1, 2021