

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

DIRECTORS PRESENT via Video/Teleconference:

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

DIRECTORS ABSENT:

None

OTHERS PRESENT via Video/Teleconference:

Jeff Ziegenbein, Project Manager, IERCA
Mike Sullivan, 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
Javier Chagoyen-Lazaro, Manager of Finance and Accounting, IEUA
Denise Garzaro, Board Secretary/Office Manager, IEUA
Jeanina Romero, Executive Assistant Operations, IEUA
Matt Bao, Supervising Engineer, 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, **via Video/Teleconference** on the above date.

CALL TO ORDER

Chairperson Blickenstaff called the meeting to order at 10:01 a.m. and he led the pledge of allegiance. 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.

PUBLIC COMMENT

There were no public comments.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

INTRODUCTION OF NEW HIRE

Mr. Ziegenbein, Project Manager introduced Marcus Coulombe, Compost Sales Representative stating that Marcus joins the team with many years of sales experience.

ELECTION OF OFFICERS

Chairman Blickenstaff turned the meeting over to Mr. Cihigoyenette, General Counsel who reviewed the process to annually elect a Chairperson and Vice Chairperson for the IERCA Board. Mr. Cihigoyenette opened the floor for nominations.

Director Finlay nominated Director Blickenstaff as Board Chairman. Director Blickenstaff accepted this nomination and thanked the Board.

Upon motion by Director Finlay, seconded by Director Hall the motion carried:

M2021-2-1
The Board:

Elected Blickenstaff as Chairperson of the Board.

With the following roll call vote:

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

Director Hall nominated Director Hofer as Vice Chairperson. Director Hofer accepted this nomination and thanked the Board.

M2021-2-2
The Board:

Elected Hofer as Vice Chairperson of the Board.

Upon motion by Director Hall, seconded by Director Finlay the motion carried:

With the following roll call vote:

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

CONSENT CALENDAR

Upon motion by Director Deshmukh seconded by Director Hall the motion carried:

M2021-2-3

The Board:
Approved the Consent Calendar.

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

With the following roll call vote:

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

Director Ferrante joined the meeting at 10:10 a.m.

APPOINTMENT OF ASSISTANT PROJECT MANAGER

It was recommended that the Board of Directors appoint Mike Sullivan as the Assistant Project Manager of the Inland Empire Regional Composting Authority.

Upon motion by Director Finlay, seconded by Director Hall, the motion carried:

M2021-2-4

The Board:
Approved appointment of Mike Sullivan as the Assistant Project Manager of the Inland Empire Regional Composting Authority.

With the following roll call vote:

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

The Board Congratulated Mr. Sullivan and welcomed him back as the Assistant Project Manager.

ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2020

Ms. Valencia presented the Annual Financial Report for the Fiscal Year ended December 31, 2020. She provided some highlights stating that there were no changes in tipping fees. She stated that there was a slight increase in operating expenses due to an increase in materials and supplies. She also stated that there was no need to increase the staffing levels. Also, there was no need to use the capital call.

Upon motion by Director Finlay, seconded by Director Hall, the motion carried:

M2021-2-5

The Board:

Approved the Inland Empire Regional Composting Authority (IERCA/Authority) Annual Financial Report for the Fiscal Year ended June 30, 2020, 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

With the following roll call vote:

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

ON-CALL CONSTRUCTION SERVICE CONTRACTORS

Mr. Ziegenbein discussed the facility's need for on-call construction services stating that staff did a Request for Proposal through PlanetBids online solicitation system to find qualified contractors. Three proposals were received from the following contractors: R&S Industrial Field Services, Innovative Construction Solutions (ICS), and Hemet Manufacturing, dba Genesis Construction. He stated that after a thorough review of the responses staff determined that R&S Field Services (R&S) and Innovative Construction Solutions (ICS) were sufficiently qualified and therefore awarded each of them a contract.

Upon motion by Director Hall, seconded by Director Finlay, the motion carried:

M2021-2-6

The Board:

Approved the awarding of Master Service Contracts with two as-needed/on-call construction service contractors for a not-to exceed annual aggregate amount of \$300,000 to be used as needed between both contractors; and

Authorized the Project Manager to finalize and execute the Contracts.

With the following roll call vote:

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

PROJECT MANAGER'S REPORT

Mr. Ziegenbein summarized the project manager's report stating that the facility's throughput is at approximately 600 wet tons of biosolids and 300 wet tons of amendments per day representing full capacity. He continued to report that compost sales volumes have continued to match production, and the facility has maintained 100% compliance with permit regulations. Mr. Ziegenbein continued on to report that the facility has logged over 530 days with no lost time incidents and no recordable incidents or accidents in the past year and a half. Mr. Ziegenbein also reported that staff continues to follow guidelines to protect themselves from the impacts of COVID-19 and that there have been no illnesses related to the pandemic at the facility.

CAPITAL PROJECTS UPDATE

Mr. Ziegenbein presented the Capital Projects update stating that the Compost Screening Plant No. 1 replacement project is still being refined. The screening drive system is working well but some modifications are required to extend the life of the screen cloth mesh, he also reported that the Wash Pad project is complete and staff is using the pad and staff comments have been positive.

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

Ms. Valencia presented the quarterly report ending December 31, 2020 with total cash, investments and restricted deposits equaled \$2,404,661 showing a decrease of \$586,009 when compared to the September balance of \$2,990,667. The decrease was mainly due to banking process timing of the payments to IERCA issued in the last week of December, that will be reflected in January 2021.

DIRECTORS' COMMENTS

Director Hofer – Thanked the Board for the nomination of Vice Chairperson.

Director Hall – Good to be back on this Board,

Chairman Blickenstaff – Thanked the Board for the vote of confidence and said he was excited to serve as Chair for another year.

With no further business, Chairman Blickenstaff adjourned the meeting at 10:41 a.m.

Victoria Stone

Victoria Stone, Recording Secretary

APPROVED: May 3, 2021