

**SPECIAL MEETING OF THE BOARD OF DIRECTORS OF  
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)  
MARCH 04, 2024  
11:00 A.M.**

**DIRECTORS PRESENT:**

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

**STAFF/OTHERS PRESENT or via video/teleconference**

Jeff Ziegenbein, Project Manager, IERCA  
Mike Sullivan, Assistant Project Manager, IERCA  
Adrienne Fernandez, Recording Secretary, IERCA  
Martin Cihigoyenetché, General Counsel  
Kristine Day, Treasurer, IERCA  
Alex Lopez, Treasurer, IEUA  
Robert Delgado, Director of O&M, IEUA  
Randy Lee, Director of Finance, IEUA  
Alyson Piguee, Director of External & Government Affairs, IEUA  
Denise Garzaro, Board Secretary, Office Manager, IEUA  
Teresa Velarde, Manager of Internal Audit, IEUA  
Matt Bao, LACSD  
Tiffany Fung, CLA

A special meeting of the Board of Directors of the IERCA was held at the Inland Empire Regional Composting Authority building located at 12645 6<sup>th</sup> St. Rancho Cucamonga, California and via video/teleconference on the above date.

Chairperson Blickenstaff, called the meeting to order at 11:02 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 were no public comments.

**ADDITIONS TO THE AGENDA**

None

**INTRODUCTIONS**

None

## **CONSENT CALENDAR**

### **A. MINUTES**

The Board of Directors approved the minutes from the August 07, 2024, regular meeting.

### **B. INVESTMENT AND DISBURSEMENT REPORT**

The Board of Directors approved the months of July 2023 - September 2023

1. Total disbursements in the amount of \$3,704,033.67.
2. Investment of \$1,000,000 in California Asset Management Program (CAMP) on September 27, 2023.

### **C. INVESTMENT AND DISBURSEMENT REPORT Q2 FY 23/24**

The Board of Directors approved for the months of October 2023 - December 2023

1. Total disbursements in the amount of \$2,085,182.66.

There were no new investments during this period.

Moved by Director Finlay, seconded by Vice Chairperson Hofer, the motion carried unanimously. The Board of Directors approved the Consent Calendar Items by the following vote:

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

## **ACTION ITEMS**

### **A. ELECTION OF OFFICERS**

Martin Cihigoyenette, 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 Chairperson. Jon Blickenstaff was nominated as Board Chairman. Paul Hofer was nominated as Vice Chairperson.

Moved by Director Finlay, seconded by Director Hall, the motion carried unanimously. The Board of Directors approved the item by the following vote:

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

**B. FISCAL YEAR 2023/24 CARRY FORWARD BUDGET AMENDMENT**

Kristine Day, IERCA Treasurer provided a brief update on the IERCF carry forward for open encumbrances and related budget in the amount of \$274,540.00 from FY 2022/23 to FY 2023/24.

Moved by Vice Chairman Hofer, seconded by Director Finlay, the motion carried unanimously. The Board of Directors approved the item by the following vote:

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

**C. ANNUAL FINANCIAL REPORT FOR THE FY ENDED JUNE 30, 2023**

The Board of Directors:

1. Approved the Inland Empire Regional Composting Authority (IERCA/Authority) Annual Financial Report for the Fiscal Year ended June 30, 2023, as presented; and
2. Directed staff to distribute the report, as appropriate, to the various federal, state, and local agencies, financial institutions, and other interested parties.

Moved by Director Finlay, seconded by Director Hall, the motion carried unanimously. The Board of Directors approved the items by the following vote:

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

**INFORMATION ITEMS**

**A. PROJECT MANAGER'S REPORT**

Jeff Ziegenbein briefed the Board on the IERCF's average biosolids rate, revenues, and gave a KPI's overview.

**INFORMATION ITEM ONLY; NO ACTION TAKEN**

**B. COMPLIANCE REPORT**

Sarah Recinto provided a compliance update to the Board of Directors on the IERCF Biofilter status. The Board inquired about potential penalties. Jeff Ziegenbein advised actions had been documented and that staff will continue to monitor the situation.

**INFORMATION ITEM ONLY; NO ACTION TAKEN**

**C. TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED SEPTEMBER 30, 2023**

Kristine Day, IERCA Treasurer, presented the quarterly report ending September 30, 2023, with total cash, investments and restricted deposits totaling \$3,797,796 reflecting a decrease of \$1,152,289 in comparison to the June balance of \$4,950,085. She explained the decrease was primarily due to the \$867,952 payment of the Authority's annual property insurance policy.

**INFORMATION ITEM ONLY; NO ACTION TAKEN**

D. **TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED DECEMBER 31, 2023**

Kristine Day, IERCA Treasurer, presented the quarterly report ending December 31, 2023, with total cash, investments and restricted deposits totaling \$3,693,725 reflecting a decrease of \$104,071 in comparison to the September balance of \$3,797,796. She explained the decrease was primarily due to project expenditures for the IERCF Tent Storage project.

**INFORMATION ITEM ONLY; NO ACTION TAKEN**

**DIRECTORS' COMMENTS**

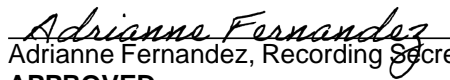
Chairman Blickenstaff expressed appreciation toward his fellow colleagues for electing him as Board Chair.

Vice Chairperson Hofer stated he was honored to be picked twice as Vice Chair for the IERCA.

Director Deshmukh welcomed and introduced IEUA Director of Operations and Maintenance, Robert Delgado.

**ADJOURN**

With no further business, Chairperson Blickenstaff adjourned the meeting at 12:09 p.m.

  
Adrienne Fernandez, Recording Secretary  
**APPROVED:**