

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY  
MAY 6, 2024  
10:00 A.M.**

**DIRECTORS PRESENT:**

Jon Blickenstaff, Chair  
Paul Hofer, Vice Chair  
Shivaji Deshmukh, Director  
Robert Ferrante, Director

**DIRECTOR PRESENT via Videoconference:**

Margaret Finlay, Director

**DIRECTOR ABSENT:**

Jasmin A. Hall, Director

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

Matt Bao, Assistant Project Manager, IERCA  
Arin Boughan, Project Manager, IERCA  
Martin Cihigoyenette, General Counsel  
Marcus Coulombe, Compost Sales Representative, IERCA  
Kristine Day, Treasurer, IERCA  
Robert Delgado, Director of Operations & Maintenance, IEUA  
Karla Duran, Associate Engineer, IEUA  
Adrienne Fernandez, Recording Secretary, IERCA  
Denise Garzaro, Board Secretary/Office Manager, IEUA  
Paula Hooven, Budget Officer, IEUA  
Jeff King, Facility Supervisor, IERCA  
Alex Lopez, Treasurer, IEUA  
Alyson Piguee, Director of External & Government Affairs, IEUA  
Jason Racz, Facility Supervisor, IERCA  
Sarah Recinto, Senior Associate Engineer, IEUA  
Michael Smith, Planner, IERCA  
Annie Wu, Financial Analyst II, IEUA  
Teresa Velarde, Manager of Internal Audit, IEUA

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

Chair Blickenstaff called the meeting to order at 10:02 a.m. and led the pledge of allegiance. 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**

There were no additions to the agenda.

**INTRODUCTIONS**

Arin Boughan was formally introduced to the Board as the new Project Manager for IERCA. Additionally, Matt Bao was introduced as the Assistant Project Manager for the Authority. Mr. Boughan and Mr. Bao provided summaries of their work experience.

**1. CONSENT CALENDAR ITEMS**

**A. MINUTES**

**B. INVESTMENT AND DISBURSEMENT REPORT**

MOVED BY DIRECTOR HOFER, SECONDED BY DIRECTOR FERRANTE, AGENDA ITEM NOS. 1A THROUGH 1B, APPROVED AS RECOMMENDED BELOW, BY THE FOLLOWING VOTE:

Ayes: Blickenstaff, Deshmukh, Ferrante, Finlay, Hofer

Noes: None

Absent: Hall

- o Approved the minutes of the March 4, 2024 Special Board Meeting.
- o Approved months of January 2024 through March 2024, total disbursements in the amount of \$3,895,445.11; and investment of \$400,000 in Local Agency Investment Fund (LAIF) on February 26, 2024.

**2. ACTION ITEMS**

**A. ADOPTION OF BUDGET FOR FISCAL YEAR 2024/25**

MOVED BY DIRECTOR FINLAY, SECONDED BY DIRECTOR HOFER, THE BOARD ADOPTED THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA) BUDGET FOR FISCAL YEAR 2024/25; INCREASED THE TIPPING FEE FROM \$62.50 TO \$65.50 PER WET TON; AND APPROVED A CAPITAL CALL OF \$2.9 MILLION TO BE SHARED EQUALLY BY THE INLAND EMPIRE UTILITIES AGENCY (IEUA) AND LOS ANGELES COUNTY SANITATION DISTRICTS (LACSD) TO SUPPORT CAPITAL IMPROVEMENT PROJECT COSTS AND MEET THE MINIMUM RESERVE BALANCE, AS NEEDED, BY THE FOLLOWING VOTE:

Ayes: Blickenstaff, Deshmukh, Ferrante, Finlay, Hofer

Noes: None

Absent: Hall

**B. ANNUAL MANAGEMENT PLAN**

IERCA Project Manager Arin Boughan provided the presentation.

MOVED BY DIRECTOR FINLAY, SECONDED BY DIRECTOR HOFER, THE BOARD APPROVED THE FISCAL YEAR 2024/25 ANNUAL MANAGEMENT PLAN, BY THE FOLLOWING VOTE:

Ayes: Blickenstaff, Deshmukh, Ferrante, Finlay, Hofer

Noes: None

Absent: Hall

**C. ADOPTION OF THE INVESTMENT POLICY FOR FY 2024/25**

IERCA Treasurer Kristine Day provided the presentation.

MOVED BY DIRECTOR FINLAY, SECONDED BY DIRECTOR FERRANTE, THE BOARD ADOPTED RESOLUTION NO. 2024-05-1, APPROVING THE AUTHORITY'S INVESTMENT POLICY FOR FISCAL YEAR 2024/25, BY THE FOLLOWING VOTE:

Ayes: Blickenstaff, Deshmukh, Ferrante, Finlay, Hofer

Noes: None

Absent: Hall

**3. INFORMATION ITEMS**

**A. IERCF ORGANIZATIONAL STAFFING UPDATE**

IERCA Project Manager Boughan presented the Board with an organizational staffing chart. He noted the total number of full-time employees within the organization.

**B. PROJECT MANAGER'S REPORT**

IERCA Project Manager Boughan presented the Board with a comprehensive update on several key aspects of IERCF's operations and performance across multiple areas. He provided an insurance status update, noted completed projects and milestones, key performance indicators, and facility throughput.

**C. COMPLIANCE UPDATE**

IEUA Associate Engineer Sarah Recinto delivered a compliance update to the Board, highlighting the latest developments in ensuring adherence to regulatory standards. She noted the next steps in the matter with South Coast Air Quality Management District would involve review by their Legal department and it is expected they will issue a settlement letter.

**D. TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED MARCH 31, 2024**

IERCA Treasurer Kristine Day presented the quarterly report ending March 31, 2024, with total cash, investments and restricted deposits totaling \$4,082,150 reflecting an increase of \$388,426 compared to the December balance of \$3,693,724. She explained the increase was primarily due to higher compost sales receipts.

**4. DIRECTORS' COMMENTS**

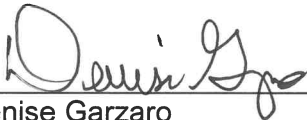
The Board extended a welcome to Arin Boughan and Matt Bao and expressed confidence in their abilities to contribute to the success of future projects and emphasized the importance of collaboration and teamwork.

Chair Blickenstaff expressed gratitude to staff for facilitating a seamless transition, acknowledging their efforts in ensuring continuity during periods of change.

**ADJOURN**

With no further business, Chair Blickenstaff adjourned the meeting at 10:48 a.m.

Respectfully submitted,



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Denise Garzaro  
Director of Board and Administrative Services

**APPROVED: SEPTEMBER 23, 2024**