

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)  
AUGUST 3, 2020  
VIA - TELECONFERENCE  
10:00 A.M.**

**DIRECTORS PRESENT:**

Jon Blickenstaff, Chairperson  
Michael Camacho, Vice Chairperson  
Shivaji Deshmukh, Director  
Margaret Finlay, Director  
Paul Hofer, Director

**DIRECTORS ABSENT:**

Robert Ferrante, 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  
Teresa Velarde, Manager of Internal Audit, IEUA  
Javier Chagoyen-Lazaro, Manager of Finance and Accounting, 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, on the above date.

Chairperson Blickenstaff called the meeting to order at 10:00 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.

**CONSENT CALENDAR**

Upon motion by Director Finlay, seconded by Director Camacho, Director Hofer Abstain the motion carried:  
(4-0)

**M2020-8-1**

The Board:

Approved the Consent Calendar.

1. Minutes from the May 4, 2020, regular meeting of the Board of Directors.
2. The Investment and Disbursement Report as submitted.

**FISCAL YEAR 2020/21 PROPERTY INSURANCE POLICY RENEWAL**

Mr. Warren Green, IEUA Manager of Contracts and Procurement, presented the request to ratify the renewal of the Authority’s property insurance for Fiscal Year 2020/21 stating that each year the Authority purchases insurance policies to protect the Authority from property loss. He indicated that IERCA property insurance premiums increased by 30% largely due to record-breaking wildfires across California financially burdening insurance carriers. He added that there have been no recent claims by IERCA but carriers are increasingly conservative with certain industries including composting. He stated to find the best value, staff solicited multiple proposals and explored several alternatives including pooled coverage but determined that the recommended proposal package was the best value.

Upon motion by Director Camacho, seconded by Director Finlay, the motion carried: (5-0)

**M2020-8-2**

The Board:

1. Ratified renewal of the Authority’s property insurance for Fiscal Year 2020/21 for \$525,577 including fees and taxes.
2. Approved to amend the insurance budget for an additional \$110,000 to cover the increase in insurance premiums.

**RATIFY EMERGENCY GLULAM REPAIR**

Mr. Ziegenbein, Project Manager, presented the request to ratify the IERCF Glulam repair project. He stated that staff inspected the roof and discovered signs of water damage in the roof area and found obvious signs of roof depression indicating a potential structural issue. Mr. Ziegenbein further stated an emergency project was completed on June 17, 2020 by W.A, Rasic to provide temporary supporting columns to ensure that the beam would not fall while a more permanent solution was developed to repair the beam. He went on to state that IEUA posted an invitation for bid on Planetbids to the prequalified contractors list and the low bidder was Atom Engineering with a bid of \$176,398. The repair is expected to be completed in early September 2020.

Upon motion by Director Finlay seconded by Director Hofer, the motion carried: (5-0)

**M2020-8-3**

The Board:

1. Ratify project RA20008 for emergency glulam repair for not to exceed \$250,000;
2. Ratify the contract with Atom Engineering for the repair in the amount of \$176,398.

**PROJECT MANAGER’S REPORT**

Mr. Ziegenbein summarized the facility’s throughput levels stating that the biosolids loads were reduced by 1 to 2 loads per day to accommodate the space required to repair the glulam beam. He further stated that recently the asphalt repair and painting of the facility have been completed which included the removal of nine large trees improving the overall appearance of the facility. The entry doors to the office area were also enhanced with new logos to finish off the refreshed look of the entire campus. He stated that staff is setting up a small project to install a shade area over the outdoor lunch space to expand the rest area for staff. Mr. Ziegenbein stated that staff is following COVID-19 safety guidelines and requirements by staggering staff schedules and remote work is being assigned as much as possible. Mr. Ziegenbein continued with compost sales have remained very strong and that demand for SoilPro has continued to outpace production resulting in zero inventory.

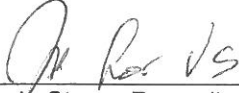
**TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED  
JUNE 30, 2020**

Ms. Valencia presented the quarterly report ending June 30, 2020 with total cash, investments and restricted deposits equaled \$4,183,972 showing an increase of \$272,631 when compared to the March balance of \$3,911,341. This increase was mainly due to higher biosolids receipts.

**DIRECTORS' COMMENTS**

None.

With no further business, Chairperson Blickenstaff adjourned the meeting at 10:40 a.m.



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Victoria Stone, Recording Secretary

**APPROVED: November 2, 2020**

