

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)  
AUGUST 2, 2021  
10:00 A.M.**

**DIRECTORS PRESENT via video/teleconference:**

Jon Blickenstaff, Chairperson  
Shivaji Deshmukh, Director  
Margaret Finlay, Director  
Robert Ferrante, Director  
Jasmin A. Hall, Director  
Marco Tule, Alternate Director

**DIRECTORS ABSENT:**

Paul Hofer, Vice Chairperson

**OTHERS PRESENT via video/teleconference:**

Jeff Ziegenbein, Project Manager, IERCA  
Christina Valencia, Treasurer, IERCA  
Michael Sullivan, Assistant Project Manager, IERCA  
Marty Cihigoyenette, General Counsel  
Christiana Daisy, Executive Manager of Engineering/AGM, IEUA  
James Spears, Associate Engineer, IEUA  
Javier Chagoyen-Lazaro, Manager of Finance and Accounting, IEUA  
Kenneth Monfore, Asset Management, IEUA  
Matt Bao, Supervising Engineer, LACSD  
Bonnie Marseilles, 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 10:01 a.m. and he led the pledge of allegiance to the flag. A quorum was present.

**PUBLIC COMMENT**

There were no public comments.

**ADDITIONS TO THE AGENDA**

There were no changes/additions/deletions to the agenda.

**INTRODUCTIONS**

Chairperson Blickenstaff recognized Recording Secretary Bonnie Marseilles for her service to IERCA.

**CONSENT CALENDAR**

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

**M2020-11-1**

The Board:

Approved the Consent Calendar.

- 1. Minutes from the May 3, 2021, regular meeting of the Board of Directors.
- 2. The Investment and Disbursement Report as submitted.

With the following roll call vote:

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

**PROJECT MANAGER’S REPORT**

Mr. Ziegenbein summarized the facility’s throughput levels, current staffing recruitments, acknowledged the celebration of 3 million cubic yards in sales as of June 2021, provided a status update on the Compost Project which is anticipated to resume late summer of 2021. Mr. Ziegenbein additionally discussed results from the annual warehouse inventory audit that reflected 99.98% accuracy. He closed by advising on the closure of the facility and tours canceled due to the COVID-19 Pandemic.

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

Ms. Valencia, IERCA Treasurer, presented the quarterly report ending June 30, 2021 with total cash, investments and restricted deposits equaled \$3,133,841 reflecting a decrease of \$131,344 in comparison to the March balance of \$3,265,185. She explained the decrease was mainly due to a higher spending of operating and administrative expenses. Interest earnings on the Authority’s investment portfolio totaled \$1,914 for the fourth quarter ending June 30, 2021.

**ASSET MANAGEMENT INTRODUCTION**

Kenneth Monfore, IEUA Manager of Asset Management, presented an introduction of IEUA’s Asset Management Program. He advised that IERCF is currently in the process of establishing its Asset Management journey and provided an overview of maintenance strategies with emphasis on predictive maintenance and condition assessment. In closing, Mr. Monfore spoke of building and maintaining a culture of continual improvement.

Chairperson Blickenstaff requested Asset Management Updates be a standing item on future board meeting agendas.

**INFORMATION ITEM ONLY; NO ACTION TAKEN**

**DIRECTORS' COMMENTS**

Director Ferrante – Appreciated the Asset Management report and staff's commitment to reliability.

Director Finlay – Suggested that staff may want to review “The Toyota Way” book.

Chairperson Blickenstaff – Congratulated IERCF on the celebration for the 3 million cubic yards in sales and its efforts in onboarding new staff. Appreciated the Asset Management presentation.

With no further business, Chairperson Blickenstaff adjourned the meeting at 10:51 a.m.

*Bonnie Marseilles*

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Bonnie Marseilles, Recording Secretary

**APPROVED:**