

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)  
FEBRUARY 4, 2019  
10:00 A.M.**

**DIRECTORS PRESENT:**

Jon Blickenstaff, Chairperson  
Jasmin A. Hall, Vice Chairperson  
Grace Hyde, Director  
Kirby Brill, Director  
Paul Hofer, Director

**DIRECTORS ABSENT:**

Margaret Finlay, Director

**OTHERS PRESENT:**

Jeff Ziegenbein, Project Manager, IERCA  
Ann Heil, Assistant Project Manager, IERCA  
Katie Parker, Alternate Director  
Christina Valencia, Treasurer, IERCA  
Matt Bao, Supervising Engineer Reuse and Compliance, SDLAC  
Martin Cihigoyenetché, General Counsel  
Randy Lee, Executive Manager of Operations/AGM, IEUA  
James Spears, Associate Engineer, IEUA  
Justin Tao, Assistant Engineer, IEUA  
Sarah Recinto, Assistant Engineer, IEUA  
Victoria Stone, Recording Secretary, IERCA

A regular meeting of the Board of Directors of the IERCA was held at the Inland Empire Regional Composting Facility (IERCF) administrative building located at 12645 Sixth Street, Rancho Cucamonga, 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.

Chairperson Blickenstaff introduced Kirby Brill, Interim General Manager for IEUA. Mr. Brill gave a brief history of his work experience. Director Hofer stated that Mr. Brill comes from the Mojave Water District and that he is familiar with the water world.

**ELECTION OF OFFICERS**

Chairperson Blickenstaff stated that it is time to fill the positions of Chairperson and Vice Chairperson for the IERCA Board. Mr. Blickenstaff opened the floor for nominations. Director Hall stated she would like to nominate Director Paul Hofer as Board Chairperson. Mr. Hofer accepted this nomination and thanked the Board. Director Hyde nominated Chairperson Blickenstaff as Vice Chairperson. Mr. Blickenstaff accepted this nomination and thanked the Board.

Upon motion by Director Hall seconded by Director Hyde the motion carried (4/0):

**M2019-2-1**

The Board:

Elected Paul Hofer as Chairperson of the Board; and

Elected Jon Blickenstaff as Vice Chairperson of the Board.

With the following roll call vote:

Ayes: Blickenstaff, Hall, Brill, Hyde, Hofer

Noes: None

Absent: Finlay

Abstain: None

Chairperson Hofer asked Vice Chairperson Blickenstaff to continue with conducting this meeting.

**CONSENT CALENDAR**

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

**M2019-2-2**

The Board:

Approved the Consent Calendar:

1. Minutes from the November 5, 2018 regular meeting of the Board of Directors.
2. Investment and Disbursement Report as submitted.

**ACTION ITEMS**

**ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

Christina Valencia, IERCA Treasurer, presented the Annual Financial report for fiscal year ended June 30, 2018. She reviewed the highlights stating that total revenue in FY 2017/18 reflects a slight increase from \$8.6 million to \$8.8 million reported in the prior fiscal year.

Total expenses of \$10.7 million reported an increase of \$0.7 million compared to last fiscal year primarily due to higher operating expenses of \$0.4 million and depreciation of \$0.3 million.

The total ending net position decreased by \$1.9 million to \$87.1 million as of June 30, 2018, of which approximately \$82.2 million has been invested in capital assets. The remaining \$4.9 million is working capital designated to support operating contingencies, self-insurance liability costs, and capital replacement and construction investment. No call was made against the \$1,000,000 capital call budgeted in FY 2017/18.

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

**M2019-2-3**

The Board:

Approved the Annual Financial Report for the Fiscal Year ended June 30, 2018, as presented; and Direct staff to distribute the report as appropriate, to the various federal, state and local agencies, financial institutions, and other interested parties.

**DISCUSSION ITEM FOR POSSIBLE ACTION**

Jeff Ziegenbein, Project Manager, introduced three versions of the proposed IERCA Mission Statement. After discussing the matter, the Board agreed upon version 3 with a few minor changes and directed staff to finalize and adopt.

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

**M2019-2-4**

The Board:

Approved version 3 of the Mission Statement with minor changes.

**TROMMEL SCREEN REPLACEMENT UPDATE**

James Spears, Associate Engineer, IEUA, updated the Board on the Trommel Screen Replacement Project stating that the project is on schedule and on budget and that it is approximately 60% complete. He added that many of the screen components have already been installed and that the contractor is scheduled to begin testing the new system in April. The entire project is anticipated to be completed in mid-May 2019.

**SOLAR UPDATE**

Jeff Ziegenbein introduced Justin Tao, Assistant Engineer, IEUA, who gave an update on the additional solar panels on the IERCF roof. Mr. Tao stated that the construction started September 2018 and is 95% complete and that it is currently producing energy. The panels and the batteries are anticipated to save the IERCA a minimum of \$65,625. Mr. Ziegenbein added that an update will be provided in May where preliminary performance data can be reviewed.

**PROJECT MANAGER'S REPORT**

Jeff Ziegenbein presented the Project Manager's report stating that there was an accident on January 11, 2019. An IERCF worker sprained an ankle while operating a man-lift resulting in a loss-time accident. He added that an investigation was being carried out and that staff was being retrained to ensure that lifts are operated safely. He then provided an update on the biofilter maintenance work stating that the project was complete and that the system is working well. He added that the facility will be conducting a biennial source test on February 13 and 14 as required by the South Coast Air Quality Management District. Mr. Ziegenbein continued with a status update on the sales and marketing stating that the sales team continues to service over 100 active customers and that compost sales are keeping pace with production.

TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED  
DECEMBER 31, 2018

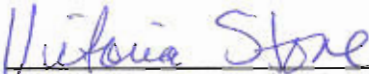
Ms. Valencia presented the Treasurer's Report of Financial Affairs for the quarter ended December 31, 2018. She stated that the Authority's investment portfolio average rate of return for December 2018 was 1.781% percent compared to the September 2018 yield of 1.469 percent.

DIRECTORS' COMMENTS

Director Hall requested that staff invite Mr. Reed to the next IERCA board meeting, so that the Board could thank him for his service to the project.

Chairperson Hofer Congratulated Mr. Martin Cihigoyenette on obtaining partnership at the law firm and, also congratulated Director Hall on her appointment to the Metropolitan Water District Board of Directors.

With no further business, Vice Chairperson Blickenstaff adjourned the meeting at 11:15 a.m.



Victoria Stone, Recording Secretary

**APPROVED: May 6, 2019**