

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
THE INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA)
NOVEMBER 5, 2018
10:00 A.M.**

DIRECTORS PRESENT:

Jon Blickenstaff, Chairperson
Grace Hyde, Director
Paul Hofer, Director
Halla Razak, Director
Margaret Finlay, Director
Katie Parker, Alternate Director

DIRECTORS ABSENT:

Jasmin A. Hall, Vice Chairperson
Christina Valencia, Treasurer, IERCA

OTHERS PRESENT:

Jeffrey Ziegenbein, Project Manager, IERCA
Ann Heil, Assistant Project Manager, IERCA
Javier Chagoyen-Lazaro, Manager of Finance and Accounting, IEUA
Matt Bao, Supervising Engineer | Reuse and Compliance, SDLAC
Martin Cihigoyenetché, General Counsel
Randy Lee, Executive Manager of Operations/AGM, IEUA
Warren Green, Manager of Contracts and Facilities Services, IEUA
Trenton Johnson, Electrical and Instrumentation Technician III
Justin Tao, 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 10:02 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.

Chairman Blickenstaff introduced new hire Trenton Johnson, Electrical and Instrumentation Technician III. Mr. Ziegenbein continued with the introduction stating that Trenton is working with one of our seasoned professionals who is retiring soon. The Board welcomed Trenton to the team.

CONSENT CALENDAR

Upon motion by Director Finlay seconded by Director Hyde, Director Parker abstained, and the motion carried:

M2018-11-1

The Board:

Approved the Consent Calendar:

- A. Minutes from the August 6, 2018 regular meeting of the Board of Directors.
- B. Investment and Disbursement Report as submitted.

ACTION ITEMS

BUDGET AMENDMENT FOR FISCAL YEAR 2017/18 ENCUMBRANCE CARRY FORWARDS

Javier Chagoyen-Lazaro gave an overview of the Encumbrance Carry Forwards recommending that the Board approve the carry forward of budget for open encumbrances in the amount of \$631,000.

Upon motion by Director Finlay, seconded by Director Hoffer, the motion carried:

M2018-11-2

The Board:

- 1. Approved the carry forward of budget for open encumbrances and related budget in the amount of \$631,000 from FY 2017/18 to FY 2018/19.

DISCUSSION ITEM FOR POSSIBLE ACTION

Staff presented a draft Mission Statement. The Board provided some comments about content and layout and asked staff to finalize and bring back a statement with graphics for the Board to consider at a future meeting.

PROJECT MANAGER'S REPORT

Mr. Ziegenbein stated that the facility continues to operate at full capacity and has logged over 2,774 days without a lost-time incident. He stated that the operations team has begun maintenance on the biofilter by removing the existing media, blending in 25% new wood media and rebuilding the biofilter to 7.5' high. He stated that this process adds more carbon and extends the life of the biofilter. Mr. Ziegenbein further stated that there is a source test scheduled for February 2019 as required by the facility's South Coast Air Quality Management District permit. He gave a brief report on statistics for the maintenance work orders for the quarter. Mr. Ziegenbein went on to state that the maintenance staff continue to strive for timely and reliable repairs to minimize downtime to the operations of the facility. He gave an update on the Energy/Solar project stating that this project is 70% complete and should be completed by the end of before the end of 2018. He said that the contractor is taking photos via drone and time lapse of the construction which he will share with the Board at the next meeting. Mr. Ziegenbein offered the Board a tour of the new solar panels on top of the roof. The Trommel Screen Replacement project is expected to be delivered in early January and the contractor has initiated the demolition of the existing system which is scheduled to be complete in Spring of 2019. Sales and marketing no major changes team continues to focus on servicing 100 active customers and that this is the time of year where we supply to the low

desert customers. He stated that sales are slightly below production due to hot weather resulting in a modest inventory.

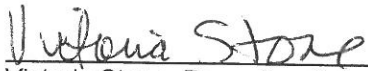
TREASURER'S REPORT OF FINANCIAL AFFAIRS FOR THE QUARTER ENDED JUNE 30, 2018

Javier Chagoyen-Lazaro presented the Treasurer's Report of Financial Affairs for the quarter ended September 30, 2018. He stated that the Authority's investment portfolio average rate of return for September 2018 was 1.469% percent compared to the June 2018 yield of 1.453.

DIRECTORS' COMMENTS

Chairman Blickenstaff – Good luck to the Directors running in the upcoming elections.

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



Victoria Stone, Recording Secretary

APPROVED: February 4, 2019