

MINUTES

**FINANCE, LEGAL, AND ADMINISTRATION
COMMITTEE MEETING
INLAND EMPIRE UTILITIES AGENCY*
AGENCY HEADQUARTERS, CHINO, CA
WEDNESDAY, SEPTEMBER 8, 2010
11:00 AM**

COMMITTEE MEMBERS PRESENT

Terry Catlin
Gene Koopman

STAFF PRESENT

Thomas A. Love, Chief Executive Officer/General Manager
Martha Davis, Executive Manager of Policy Development
Patrick Shields, Executive Manager of Operations
Kathleen Baxter, Supervising Contracts & Programs Administrator
Chris Berch, Manager of Planning and Environmental Compliance
Tina Cheng, Budget Officer
Warren Green, Manager of Safety and Risk Management
Cameron Langner, Manager of Contracts and Procurement
Randy Lee, Manager of Operations
Alex Lopez, Senior Financial Management Analyst
Lisa Morgan-Perales, Water Resources Analyst II
Christina Valencia, Manager of Financial Planning
April Woodruff, Board Secretary

OTHERS PRESENT

Juan Zamora, CBWCD

The meeting was called to order at 11:02 a.m. There were no public comments received or additions to the agenda.

ACTION ITEMS

The Committee:

- ◆ Approved the August 11, 2010, Finance, Legal, and Administration Committee meeting minutes.
- ◆ Recommended that the Board approve the amendment of Fiscal Year 2010/11 budget for open encumbrances carried forward from FY 2009/10 in the amount of \$11,404,771;

as a Consent Calendar Item on the September 15, 2010, Board meeting agenda.
- ◆ Recommended that the Board approve staff's recommendation to add a secondary banking institution for the investment of surplus funds;

as a Consent Calendar Item on the September 15, 2010, Board meeting agenda.
- ◆ Recommended that the Board:
 1. Approve issuance of Contract No. 4600000787 to Basic Chemical Solutions, L.L.C. for supply of sodium bisulfite for up to a five-year period and an initial unit price of \$0.224/dry pound (delivered), plus tax; and

2. Authorize the Chief Executive Officer/General Manager to execute and issue said contract;

as a Consent Calendar Item on the September 15, 2010, Board meeting agenda.

◆ Recommended that the Board:

1. Approve to surplus manure collection and transportation equipment, which is anticipated to have an aggregate value of greater than \$200,000;
2. Approve the sale of the surplus equipment to obtain best market value; and
3. Authorize the Chief Executive Officer/General Manager to enter into agreements to sell the equipment.

as a Consent Calendar Item on the September 15, 2010, Board meeting agenda.

◆ Recommended that the Board:

1. Approve the award of Contract No. 4600000788 with Universal Protective Services, unarmed uniformed security services, for a not-to-exceed amount of \$861,000, up to a five-year term; and
2. Authorize the Chief Executive Officer/General Manager to execute the contract;

as an Action Item on the September 15, 2010, Board meeting agenda.

- ◆ Recommended that the Board authorize the procurement of excess general, automobile, and public entity errors and omissions liability insurance for the period of October 1, 2010, to September 30, 2011, for the amount of \$234,495;

as a Consent Calendar Item on the September 15, 2010, Board meeting agenda.

◆ Recommended that the Board:

1. Approve Agreement No. 4600000771 with Chino Basin Water Conservation District to provide landscape evaluation and audit services for member agency residential and commercial retail water customers for a not-to-exceed amount of \$75,000; and
2. Authorize the Chief Executive Officer/General Manager to execute the Agreement;

as a Consent Calendar Item on the September 15, 2010, Board meeting agenda.

INFORMATION ITEM

The following information item was presented, received, and filed by the Committee:

- ◆ Treasurer's Report of Financial Affairs for July, 2010
- ◆ FY 2009/10 Fourth Quarter Budget Variance and Performance Goals Updates

COMMITTEE MEMBER COMMENTS

There were no Committee Member comments.

COMMITTEE MEMBER REQUESTED FUTURE AGENDA ITEMS

There were no Committee Member requests for future agenda items.

With no further business, the meeting adjourned at 11:40 a.m.

Respectfully submitted,

April Woodruff
Board Secretary

*A Municipal Water District

APPROVED: OCTOBER 13, 2010