

MINUTES

**FINANCE, LEGAL, AND ADMINISTRATION
COMMITTEE MEETING
INLAND EMPIRE UTILITIES AGENCY*
AGENCY HEADQUARTERS, CHINO, CA
WEDNESDAY, DECEMBER 14, 2011
11:00 AM**

COMMITTEE MEMBERS PRESENT

Gene Koopman
Steven J. Elie

STAFF PRESENT

Thomas A. Love, General Manager
Craig Miller, Assistant General Manager
Patrick Shields, Executive Manager of Operations
Christina Valencia, Chief Financial Officer
Michael Chung, Manager of Fiscal Management
Lucia Diaz, Senior Site Administrator
Jonathan Glazier, Manager of Enterprise Systems Services
Cameron Langner, Manager of Contracts & Procurement
Alex Lopez, Senior Financial Management Analyst
Mark Lopez, Training Officer
Jessica Sarmiento, Financial Analyst
Nicole Solano, Intern Staff
Ernest Yeboah, Manager of Maintenance
April Woodruff, Board Secretary

OTHERS PRESENT

None

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 Finance, Legal, and Administration Committee meeting minutes of November 9, 2011.
- ◆ Recommended that the Board authorize the General Manager to transfer budgetary amount in the FY 2011/12 GM Contingency Account, in the Regional Operations and Maintenance (RO) Fund, between funds and expense categories as needed to support unexpected costs during the fiscal year;

as a Consent Calendar Item on the December 21, 2011, Board meeting agenda.
- ◆ Recommended that the Board adopt Resolution No. 2011-12-1, establishing reviewed monthly capacity charges, volumetric charges, excess strength charges, application fees, and waste permit application fees for the Non-Reclaimable Wastewater System (NRWS) in FY 2011/12 retroactive to July 2, 2011;

as an Action Item on the December 21, 2011, Board meeting agenda.

Discussion ensued regarding the over collection of fees for volumetric charges. After

discussion, the Committee requested that a second recommendation be added to the Board letter to address reimbursement to the north NRWS users for this fee over collection for the past five years for presentation to the December 21, Board meeting.

◆ Recommended that the Board:

1. Approve the sale of one NRWS capacity unit to Repet, Inc. for \$215,000; and; and
2. Authorize the General Manager to execute the NRWS Capacity Right Agreement;

as a Consent Calendar Item on the December 21, 2011, Board meeting agenda.

◆ Recommended that the Board:

1. Approve a three-year blanket purchase agreement to Downs Energy covering “as needed” purchases and deliveries of diesel fuel to various Agency locations; and
2. Authorize the Manager of Contract and Procurement to issue said blanket purchase agreement;

as a Consent Calendar Item on the December 21, 2011, Board meeting agenda.

INFORMATION ITEMS

The following information items were presented, received, and filed by the Committee:

- ◆ Treasurer's Report of Financial Affairs
- ◆ Grants and SRF Loans Update

COMMITTEE MEMBER COMMENTS

There were no Committee member comments.

COMMITTEE MEMBER REQUESTED FUTURE AGENDA ITEMS

There were no requested future agenda items from the Committee members.

With no further business, the meeting adjourned at 11:30 a.m.

Respectfully submitted,

April Woodruff
Board Secretary

*A Municipal Water District

APPROVED: JANUARY 11, 2012