



MINUTES

FINANCE, LEGAL, AND ADMINISTRATION COMMITTEE MEETING INLAND EMPIRE UTILITIES AGENCY* AGENCY HEADQUARTERS, CHINO, CA

WEDNESDAY, APRIL 9, 2014
11:00 AM

COMMITTEE MEMBERS PRESENT

Gene Koopman, Chair
Steven J. Elie

STAFF PRESENT

P. Joseph Grindstaff, General Manager
Christina Valencia, Chief Financial Officer/Assistant General Manager
Ernest Yeboah, Executive Manager of Operations/Assistant General Manager
Chris Berch, Executive Manager of Engineering/Assistant General Manager
Kathleen Baxter, Supervising Contracts and Programs Administrator
Javier Chagoyen-Lazaro, Manager of Finance and Accounting
Tina Cheng, Budget Officer
Carolyn Echavarria, Administrative Assistant
Warren Green, Manager of Contracts and Facilities Services
Paula Hooven, Senior Financial Analyst
Rebecca Long, Manager of External Affairs
Alex Lopez, Senior Financial Management Analyst
Suresh Malkani, Accounting Supervisor
Craig Proctor, Pretreatment and Source Control Supervisor
Jessica Sarmiento, Financial Analyst
Jeanette Smith, Intern
Albert VanBreukelen, Deputy Manager of Plant Maintenance
Teresa Velarde, Manager of Internal Audit
April Woodruff, Board Secretary/Office Manager

OTHERS PRESENT

None.

The meeting was called to order at 11:05 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 March 12, 2014.
- ◆ Recommended that the Board approve the total disbursements for the month of February 2014 in the amount of \$12,030,573.09;

as a Consent Calendar Item on the April 16, 2014 Board meeting agenda.

◆ Recommended that the Board:

1. Approve the Agency-wide memberships and affiliation for FY 2014/15, in the amount of \$163,120 as detailed in the Agency-wide membership listing;
2. Delegate authority to the General Manager, or in his absence, his designee, approve all Agency-wide annual memberships and affiliations less than \$5,000; and
3. Adopt Resolution No. 2012-4-4, authorizing organizational memberships and affiliations;

as an Action Item on the April 16, 2014 Board meeting agenda.

◆ Recommended that the Board:

1. Ratify Contract Amendment Number 4600001525-001 in the amount of \$39,000 with The Brickman Group Ltd., LLC for the Landscape Transformation Program;
2. Approve Contract Amendment Number 4600001525-002 in the amount of \$61,000 for a total not-to-exceed contract amount of \$250,000; and
3. Authorize the General Manager to execute the Amendment;

as a Consent Calendar Item on the April 16, 2014 Board meeting agenda.

◆ Recommended that the Board:

1. Amend Agreement No. 4600000419 with California Strategies, LLC to provide strategic local government consulting services from July 1, 2014 through June 30, 2015, at a monthly retainer fee of \$6,000 per month, plus reasonable expenses, with no change in the current rate; and
2. Authorize the General Manager to execute Agreement Amendment No. 4600000419-005;

as a Consent Calendar Item on the April 16, 2014 Board meeting agenda.

◆ Recommended that the Board:

1. Ratify the emergency procurement of two iron sponge media tanks; and
2. Approve the purchase of two additional iron sponge media tanks for Regional Water Recycling Plant No. 1 (RP-1), for a not-to-exceed amount of \$260,000 including freight and sale tax, from Marcab Company, Inc.

as an Action Item on the April 16, 2014 Board meeting agenda.

◆ Recommended that the Board:

1. Approve the Starlite Reclamation Environmental Services Capacity Right Agreement Amendment; and
2. Authorize the General Manager to execute the Amendment;

as a Consent Calendar Item on the April 16, 2014 Board meeting agenda.

INFORMATION ITEMS

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

- ◆ Treasurer's Report of Financial Affairs
- ◆ Fiscal Year 2014/15 Preliminary Budget for the Regional Wastewater, Recycled Water, and Recharge Water Programs

GENERAL MANAGER'S COMMENTS

General Manager P. Joseph Grindstaff reported that the DWR came out with their guidelines for the first phase of the regional grant and they are focusing the guidelines on drought control particularly in the Central Valley. He stated that due to the short timeline it would be best to combine efforts with SAWPA and propose one large conservation project for the region.

COMMITTEE MEMBER COMMENTS

None.

COMMITTEE MEMBER REQUESTED FUTURE AGENDA ITEMS

Director Koopman requested a status on the Regional Contract audit of the seven member agencies.

Manager Internal Audit Teresa Velarde provided a status of Internal Audit's progress of the Regional Contract Review of the seven member agencies, and stated that IA staff has already met with personnel from each of the member agencies and the review is progressing. Ms. Velarde further stated that the Regional Contract Review will evaluate the application of the contract requirements, review compliance with the contract requirements and compare the Regional Program with other similar agencies. The review will also include an evaluation of how the ten-year forecast is prepared by each of the agencies and plan to complete this portion in the next 2 months. Staff will provide a status at the next Audit Committee Meeting.

With no further business, the meeting adjourned at 11:50 a.m.

Respectfully submitted,

April Woodruff
Board Secretary/Office Manager

*A Municipal Water District

APPROVED: MAY 14, 2014