

MINUTES

**FINANCE, LEGAL, AND ADMINISTRATION
COMMITTEE MEETING
INLAND EMPIRE UTILITIES AGENCY*
INLAND EMPIRE REGIONAL COMPOSTING FACILITY
CONFERENCE ROOM
WEDNESDAY, NOVEMBER 9, 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 11:00 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 October 12, 2011.
- ◆ Recommended that the Board:
 1. Award the services contract to clean Digester No. 4 at Regional Plant No. 2 (RP-2) to Synagro-WWT, Inc. (Contract No. 46001088), for a not-to-exceed amount of \$330,000; and
 2. Authorize the General Manager to execute the contract;as a Consent Calendar Item on the November 16, 2011, Board meeting agenda.
- ◆ Recommended that the Board:
 1. Adopt Resolution No. 2011-11-3, approving the application for grant funds from the California River Parkways Program; and

2. Authorize the General Manager or in his absence, any one of the following: Assistant General Manager, Chief Financial Officer, Executive Manager of Policy Development, or the Executive Manager of Operations, to conduct all negotiation, execute and submit all documents, including but not limited to applications, agreements, and amendments, which may be necessary for the completion of the project;

as a Consent Calendar Item on the November 16, 2011, Board meeting agenda.

◆ Recommended that the Board:

1. Award a five-year contract to ValleyCrest for landscape maintenance services; and
2. Authorize the General Manager to execute the contract;

as a Consent Calendar Item on the November 16, 2011, Board meeting agenda.

◆ Recommended that the Board:

1. Award a five-year contract to Pest Options, Inc. for weed control and abatement services; and
2. Authorize the General Manager to execute the contract;

as a Consent Calendar Item on the November 16, 2011, Board meeting agenda.

INFORMATION ITEMS

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

- ◆ Treasurer's Report of Financial Affairs
- ◆ Replacement of Current Payroll and Human Resources Information Systems
- ◆ Fiscal Year 2011/12 First 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 requested future agenda items from the Committee members.

With no further business, the meeting adjourned at 11:27 a.m.

Respectfully submitted,

April Woodruff
Board Secretary

*A Municipal Water District

APPROVED: DECEMBER 14, 2011