

## 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**