

# NOTICE OF MEETING

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OF THE  
**BOARD OF DIRECTORS**

OF THE



**WILL BE HELD ON**

**WEDNESDAY, SEPTEMBER 18, 2019  
10:00 A.M.**

**BOARD ROOM  
Building A  
AT THE OFFICE OF THE AGENCY  
6075 KIMBALL AVENUE  
CHINO, CA 91708**



## **AGENDA**

### **MEETING OF THE BOARD OF DIRECTORS**

**WEDNESDAY, SEPTEMBER 18, 2019  
10:00 A.M.**

**INLAND EMPIRE UTILITIES AGENCY\*  
AGENCY HEADQUARTERS  
6075 KIMBALL AVENUE, BUILDING A  
CHINO, CALIFORNIA 91708**

### **CALL TO ORDER OF THE INLAND EMPIRE UTILITIES AGENCY BOARD OF DIRECTORS MEETING**

#### **FLAG SALUTE**

#### **PUBLIC COMMENT**

Members of the public may address the Board on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) of Section 54954.2 of the Government Code. Those persons wishing to address the Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form which are available on the table in the Board Room. Comments will be limited to three minutes per speaker. Thank you.

#### **ADDITIONS TO THE AGENDA**

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.

#### **1. NEW EMPLOYEE INTRODUCTIONS**

- Mr. Andrew Ng, Wastewater Treatment Plant Operator III, hired July 17, 2019, Operations & Maintenance – North.
- Mr. Emanuel Cardoso, Operations Supervisor, hired July 23, 2019, Operations & Maintenance – Chino Desalter.
- Ms. Lisa Dye, Manager of Human Resources, hired August 25, 2019, Human Resources.
- Mr. Matthew Solis, Laboratory Scientist I, hired August 25, 2019, Laboratory.

- Ms. Yvonne Lam, External Affairs Specialist I, hired September 3, 2019, External Affairs.
- Mr. William McDonnell, Environmental Resources Planner I, hired September 9, 2019, Planning & Environmental Compliance.

## 2. PROMOTIONS/RECOGNITIONS

Promotions:

- Ms. Elizabeth Hurst, Senior Environmental Resources Planner, promoted July 14, 2019, Planning & Environmental Compliance.
- Mr. Ryan Ward, Wastewater Treatment Plant Operator-in-Training, promoted July 28, 2019, Operations & Maintenance – South.
- Mr. Christopher Stull, Compost Operator, promoted August 11, 2019, Operations & Maintenance – Organics Management.

## 3. CONSENT ITEMS

**NOTICE:** All matters listed under the Consent Calendar are considered to be routine and non-controversial and will be acted upon by the Board by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Board votes unless any Board members, staff or the public requests specific items be discussed and/or removed from the Consent Calendar for separate action.

### A. MINUTES

The Board will be asked to approve the minutes from the August 21, 2019 Board meeting and the September 4, 2019 Board workshop/meeting.

### B. REPORT ON GENERAL DISBURSEMENTS (*Fin/Admin*)

Staff recommends that the Board approve the total disbursements for the month of July 2019, in the amount of \$17,010,691.72.

### C. ADOPTION OF LOCAL INVESTMENT FUND, DEPOSITORY AGREEMENT, INVESTMENT, AND SIGNATORY RESOLUTIONS

Staff recommends that the Board adopt the following Resolutions:

1. No. 2019-9-2, authorizing participation in the Local Agency Investment Fund (LAIF) and designating signatories for the deposit and withdrawal of funds;
2. No. 2019-9-3, authorizing and designating signatories for depository agreement, depository cards, deposits, transfers, checks, and withdrawals of funds;
3. No. 2019-9-4, authorizing and designating signatories for investment agreements, investment authorizations, and investment fund transfers to fund investment transactions; and

4. No. 2019-9-5, authorizing and designating signatories for transfer documents for the movement of funds and investment securities to safekeeping with a third-party Custodian.

**D. ADOPTION OF RESOLUTION FOR THE USBR WATERSMART RECLAMATION AND REUSE RESEARCH UNDER THE TITLE XVI PROGRAM FOR FISCAL YEAR 2019: CHINO BASIN PROGRAM PRE-DESIGN**

Staff recommends that the Board adopt Resolution No. 2019-9-6, authorizing the General Manager to enter into a financial assistance agreement with the USBR for the subject project.

**E. SARCCUP SUB-GRANTEE AGREEMENT BETWEEN SAWPA AND IEUA *(Eng/Ops/WR)***

Staff recommends that the Board:

1. Approve the Sub-Grantee Agreement between SAWPA and IEUA; and
2. Authorize the General Manager to execute the Sub-Grantee Agreement, subject to non-substantive changes.

**F. RESOLUTION 2019-9-1 CONTRIBUTING CAPACITY TO THE BRINE LINE LEASE CAPACITY POOL *(Eng/Ops/WR) (Fin/Admin)***

Staff recommends that the Board adopt Resolution No. 2019-9-1, committing an additional 0.3 MGD of Pipeline and 0.3 MGD of Treatment and Disposal Capacity to the Inland Empire Brine Line Lease Capacity Pool.

**G. RP-1 MECHANICAL RESTORATION AND IMPROVEMENTS PROJECT CONSTRUCTION CONTRACT AWARD *(Eng/Ops/WR) (Fin/Admin)***

Staff recommends that the Board:

1. Award a construction contract for the RP-1 Mechanical Restoration and Improvements Project to Kiewit Infrastructure West Co., in the amount of \$6,627,000;
2. Approve a contract amendment to Stantec Consulting Services Inc., for engineering services during construction for the not-to-exceed amount of \$430,000; and
3. Authorize the General Manager to execute the contract and contract amendment, subject to non-substantive changes.

**H. SAN BERNARDINO LIFT STATION IMPROVEMENTS CONSTRUCTION CONTRACT AWARD *(Eng/Ops/WR)***

Staff recommends that the Board:

1. Award a construction contract for the San Bernardino Lift Station Facility Improvements, Project No. EN19041, to AToM Engineering Construction, Inc. in the amount of \$118,398; and

2. Authorize the General Manager to execute the contract, subject to non-substantive changes.

**I. PROJECT MANAGEMENT DOCUMENTATION SYSTEM CONTRACT AWARD (Eng/Ops/WR) (Fin/Admin)**

Staff recommends that the Board:

1. Approve a contract award to CIPO Cloud Software, LLC for support and services on the Project Management Documentation System (CIPO) for a not-to-exceed amount of \$718,500 for a term of seven years;
2. Approve a budget amendment in the amount of \$210,000 in the Regional Wastewater Improvement Fund; and
3. Authorize the General Manager to execute the contract and budget amendment, subject to non-substantive changes.

**J. RP-1 FLARE IMPROVEMENTS CONSULTANT CONTRACT AMENDMENT (Eng/Ops/WR)**

Staff recommends that the Board:

1. Approve the consulting contract amendment for the RP-1 Flare Improvements, Project No. EN18006, to Lee & Ro, Inc., for a not-to-exceed amount of \$76,524; and
2. Authorize the General Manager to execute the consulting engineering services amendment, subject to non-substantive changes.

**K. FISCAL YEAR 2019/20 AMENDED ANNUAL AUDIT PLAN (Audit)**

Staff recommends that the Board approve the Fiscal Year 2019/20 Annual Audit Plan Amendment to be consistent with the requirements of the IA Charter.

**4. ACTION ITEMS**

**A. FISCAL YEAR 2018/19 CARRY FORWARD BUDGET AMENDMENT (Fin/Admin)**

Staff recommends that the Board:

1. Approve the carry forward of open encumbrances and non-encumbered commitments related budgets from FY 2018/19 to FY 2019/20 and amend the budget in the amount of \$23,335,061; and
2. Approve an amendment to the FY 2019/20 budget for grant receipts in the amount of \$8,227,786.

**B. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) BALLOT FOR REGION 9 BOARD ELECTION FOR THE 2020/21 TERM**

Staff recommends that the Board cast one vote either for the slate recommended by the Region 9 Nominating Committee or vote for individual region Board members.

**5. INFORMATION ITEMS**

**A. ENGINEERING AND CONSTRUCTION MANAGEMENT PROJECT UPDATES (POWERPOINT) *(Eng/Ops/WR)***

**B. MWD UPDATE (ORAL)**

**C. CBWM UPDATE (ORAL)**

**D. SAWPA UPDATE (ORAL)**

**E. CHINO BASIN PROGRAM UPDATE (ORAL)**

**F. LABORATORY SEMI-ANNUAL UPDATE (POWERPOINT) *(Eng/Ops/WR)***

**RECEIVE AND FILE INFORMATION ITEMS**

**G. AMENDMENTS TO THE AGENCY RECORDS RETENTION SCHEDULE (WRITTEN)**

**H. TREASURER'S REPORT OF FINANCIAL AFFAIRS (WRITTEN/POWERPOINT) *(Fin/Admin)***

**I. FISCAL YEARS 2018/19 FOURTH QUARTER BUDGET VARIANCE, PERFORMANCE GOAL UPDATES AND BUDGET TRANSFERS (WRITTEN/POWERPOINT) *(Fin/Admin)***

**J. INTERNAL AUDIT DEPARTMENT QUARTERLY STATUS REPORT FOR SEPTEMBER 2019 (WRITTEN) *(Audit)***

**K. REPORT OF OPEN AUDIT RECOMMENDATIONS AS OF SEPTEMBER 2019 (WRITTEN) *(Audit)***

**L. INTERNAL AUDIT DEPARTMENT STANDARD OPERATING PROCEDURES (SOPS) (WRITTEN) *(Audit)***

**M. AUDIT COMMITTEE CHARTER AND INTERNAL AUDIT DEPARTMENT CHARTER (WRITTEN) *(Audit)***

**N. WATER CONNECTION FEES (WCF): FOLLOW-UP AUDIT (WRITTEN) *(Audit)***

**O. WAREHOUSE ANNUAL PHYSICAL INVENTORY – INTERNAL AUDIT INVENTORY OBSERVATION REPORT (WRITTEN) *(Audit)***

- P. **AGENCY VEHICLE OPERATIONAL AUDIT: REVIEW OF VEHICLE SECURITY PROCEDURES FOLLOW-UP (WRITTEN)** *(Audit)*
  - Q. **PUBLIC OUTREACH AND COMMUNICATION (WRITTEN)**
  - R. **STATE LEGISLATIVE REPORT AND MATRIX FROM WEST COAST ADVISORS (WRITTEN)**
  - S. **FEDERAL LEGISLATIVE REPORT AND MATRIX FROM INNOVATIVE FEDERAL STRATEGIES (WRITTEN)**
  - T. **CALIFORNIA STRATEGIES, LLC MONTHLY ACTIVITY REPORT (WRITTEN)**
6. **AGENCY REPRESENTATIVES' REPORTS**
- A. **SAWPA REPORT (WRITTEN)**  
September 3, 2019 Regular Commission meeting. The September 17, 2019 meeting agenda was not available at time of printing.
  - B. **MWD REPORT (WRITTEN)**  
September 10, 2019 Board meeting.
  - C. **REGIONAL SEWERAGE PROGRAM POLICY COMMITTEE REPORT (WRITTEN)**  
The September 5, 2019 Regional Sewerage Program Policy Committee meeting was cancelled. The next meeting is scheduled for October 3, 2019.
  - D. **CHINO BASIN WATERMASTER REPORT**  
The August 22, 2019 CBWM Board meeting was cancelled. The next meeting is scheduled for September 26, 2019.
  - E. **CHINO BASIN DESALTER AUTHORITY (WRITTEN)**  
September 5, 2019 CDA Special Board meeting.
7. **GENERAL MANAGER'S REPORT (WRITTEN)**
8. **BOARD OF DIRECTORS' REQUESTED FUTURE AGENDA ITEMS**
9. **DIRECTORS' COMMENTS**
- A. **CONFERENCE REPORTS**

This is the time and place for the Members of the Board to report on prescheduled Committee/District Representative Assignment meetings, which were held since the last regular Board meeting, and/or any other items of interest.

**10. CLOSED SESSION**

**A. PURSUANT TO GOVERNMENT CODE SECTION 54956.9(a) – CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

1. Chino Basin Municipal Water District vs. City of Chino, Case No. RCV51010
2. Spicer vs. W.A. Rasic Construction, Case No. CIVDS 1711812

**B. PURSUANT TO GOVERNMENT CODE SECTION 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

1. TP-1 Outfall Line  
Negotiating Parties: Acting Executive Manager of Engineering/AGM  
Shaun Stone and Lewis Operating Corporation  
Under Negotiation: Price and Terms of Purchase

**C. PURSUANT TO GOVERNMENT CODE SECTION 54956.9 – CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Two Cases

**D. PURSUANT TO GOVERNMENT CODE SECTION 54957 – PERSONNEL MATTERS – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

1. Manager of Internal Audit
2. Board Secretary/Office Manager
3. General Manager

**10. ADJOURN**

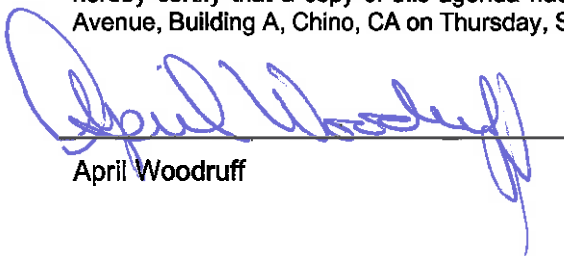
\*A Municipal Water District

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Board Secretary (909) 993-1736, 48 hours prior to the scheduled meeting so that the Agency can make reasonable arrangements.

**Declaration of Posting**

Proofed by: 

I, April Woodruff, Board Secretary/Office Manager of the Inland Empire Utilities Agency\*, A Municipal Water District, hereby certify that a copy of this agenda has been posted by 5:30 p.m. at the Agency's main office, 6075 Kimball Avenue, Building A, Chino, CA on Thursday, September 12, 2019.

  
April Woodruff