

# NOTICE OF SPECIAL MEETING

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OF THE  
BOARD OF DIRECTORS

OF THE



WILL BE HELD ON

WEDNESDAY, DECEMBER 18, 2019

9:00 A.M.

INLAND EMPIRE UTILITIES AGENCY  
AGENCY HEADQUARTERS  
BOARD ROOM  
6075 KIMBALL AVENUE, BUILDING A  
CHINO, CALIFORNIA 91708



**AGENDA**

**SPECIAL  
MEETING OF THE  
BOARD OF DIRECTORS**

**WEDNESDAY, DECEMBER 18, 2019**

**9:00 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. PROMOTION/RECOGNITION**

Promotion:

- Mr. Branden Hodges, Environmental Resources Planner II, promoted November 17, 2019, Environmental Compliance Department
- Mr. Abel Medrano, Compost Operator, promoted December 2, 2019, Operations & Maintenance – Organics Management

2. **PRESENTATIONS**

- A. **OPTIMUM BASIN MANAGEMENT PROGRAM – Mr. Peter Kavounas, Chino Basin Watermaster General Manager**

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 November 20, 2019 Board Meeting.

B. **ADOPTION OF RESOLUTION NO. 2019-12-4, COMMENDING CVWD DIRECTOR KATHLEEN J. TIEGS FOR 14 YEARS OF PUBLIC SERVICE**

Staff recommends that the Board adopt Resolution No. 2019-12-4, commending Director Kathleen J. Tiegs for her 14 years of public service with the Cucamonga Valley Water District.

C. **ADOPTION OF RESOLUTION NO. 2019-12-5, COMMENDING CVWD DIRECTOR OSCAR GONZALEZ FOR 11 YEARS OF PUBLIC SERVICE**

Staff recommends that the Board adopt Resolution No. 2019-12-5, commending Director Oscar Gonzalez for his 11 years of public service with the Cucamonga Valley Water District.

D. **REPORT ON GENERAL DISBURSEMENTS** (*Finance & Admin*)

Staff recommends that the Board approve the total disbursements for the month of October 2019, in the amount of \$21,751,419.34.

E. **IEUA FISCAL YEAR (FY) 2018/19 SINGLE AUDIT AND AUDITED COMPREHENSIVE ANNUAL FINANCIAL REPORT** (*Finance & Admin*) (*Audit*)

Staff recommends that the Board:

1. Approve the Single Audit Report for fiscal year ended June 30, 2019;
2. Approve the Comprehensive Annual Financial Report for fiscal year ended June 30, 2019; and
3. Direct staff to distribute the report as appropriate, to the various federal, state, and local agencies, financial institutions, bond rating agencies, and other interested parties.

**F. INTERNAL AUDIT DEPARTMENT CHARTER AND AUDIT COMMITTEE CHARTER (*Audit*)**

Staff recommends that the Board:

1. Approve the Audit Committee Charter and the Internal Audit Department Charter; and
2. Direct staff to implement the charters.

**G. ADOPTION OF RESOLUTION NO. 2019-12-7, AMENDING THE AGENCY'S SALARY SCHEDULE/MATRIX FOR ALL GROUPS**

Staff recommends that the Board adopt Resolution No. 2019-12-7, amending the Agency's Salary Schedule/Matrix for all groups.

**H. ADOPTION OF RESOLUTION NO. 2019-12-1, APPROVING THE REPORTING OF UNIFORM ALLOWANCE AS SPECIAL COMPENSATION FOR CALPERS CLASSIC MEMBERS (*Finance & Admin*)**

Staff recommends that the Board adopt Resolution No 2019-12-1, approving the reporting of uniform allowance as special compensation for CalPERS classic members.

**I. PROJECT MANAGEMENT, INSPECTION, AND ADMINISTRATIVE SERVICES CONTRACT AWARD (*Eng/Ops/WR*)**

Staff recommends that the Board:

1. Award an aggregate consultant contract for Project Management, Inspection, and Administrative Services to Butier Engineering, Carollo Engineers, GK & Associates, Michael Baker International, MWH Contractors, Project Partners, Wallace & Associates, and Wood Environmental for a total aggregate not-to-exceed amount of \$10,000,000 over a five-year period, with two, one-year options to extend; and
2. Authorize the General Manager to execute the single aggregate consultant contract, subject to non-substantive changes.

**J. CONTRACT AMENDMENT FOR JANITORIAL SERVICES (*Eng/Ops/WR*)**

Staff recommends that the Board:

1. Approve the janitorial services contract amendment with Priority Building Services, LLC, in the amount of \$200,000; and
2. Authorize the General Manager to execute the contract amendment.

**K. RP-5 EXPANSION FINDING OF CONSISTENCY WITH THE PROGRAM ENVIRONMENTAL IMPACT REPORT (Eng/Ops/WR)**

Staff recommends that the Board:

1. Find the RP-5 Expansion falls within the scope of the Facilities Master Plan programs included in the 2017 PEIR; and
2. Find the PEIR adequately describes the activity for the purposes of CEQA.

**L. MOTOR CONTROL CENTER, ELECTRICAL DRIVE, AND CONTROL SYSTEM HARDWARE SOLE SOURCE (Eng/Ops/WR) (Finance & Admin)**

Staff recommends that the Board:

1. Adopt a finding pursuant to Public Contract Code 3400(c) that the use of Rockwell Allen Bradley motor control centers, electric drives, and control system hardware: 1) match existing components in use at IEUA facilities; 2) the components are only available from Rockwell;
2. Authorize their procurement as a sole source for future O&M and capital projects for a duration of five years; and
3. Authorize the General Manager to execute the standardization contract with Rockwell and Royal Industrial Solutions, subject to non-substantive changes.

**M. CLIMATE CHANGE ACTION PLAN UPDATE (Eng/Ops/WR)**

Staff recommends that the Board adopt the proposed 2019 Climate Change Action Plan.

**N. ESTABLISHING THE GOVERNING DOCUMENTS OF THE DEFINED CONTRIBUTION PLANS ADMINISTRATIVE COMMITTEE AND HEALTH REIMBURSEMENT ARRANGEMENT TRUST COMMITTEE (Finance & Admin)**

Staff recommends that the Board:

1. Adopt Resolution No. 2019-12-2, authorizing the Defined Contribution Plans Administrative Committee, Committee Charter, Statement of Investment Policies and Guidelines, Fee and Expense Policy Statement and as Plan Sponsor delegate its administrative and fiduciary authority to the Committee;
2. Adopt Resolution No. 2019-12-3, authorizing the Health Reimbursement Arrangement Trust Committee, Committee Charter, Statement of Investment Policies and Guidelines, Fee and Expense Policy Statement and as Plan Sponsor delegate its administrative authority to the Committee; and
3. Authorize the General Manager to execute associated Plans, subject to non-substantive changes.

4. **ACTION ITEMS**

A. **ELECTION OF OFFICERS**

Staff recommends that the Board elect, by majority vote, a President, Vice President, and Secretary/Treasurer of the Inland Empire Utilities Agency Board of Directors.

B. **APPOINTMENT OF A DIRECTOR TO THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

Staff recommends that the Board review and consider its appointment of a Director to serve on the Metropolitan Water District of Southern California Board by majority vote.

C. **ADOPTION OF RESOLUTION NO. 2019-12-6, APPOINTING/RE-APPOINTING AGENCY REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE SAWPA COMMISSION**

Staff recommends that the Board adopt, by majority vote, Resolution No. 2019-12-6, appointing/re-appointing the Agency representative and alternate representative to the Santa Ana Watershed Project Authority (SAWPA) Commission.

D. **APPOINTMENT OF A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE FOR SAWPA PROJECT AGREEMENT 23 AND PROJECT AGREEMENT 24**

Staff recommends that the Board appoint a representative and alternate representative for the SAWPA PA 23, and for the SAWPA PA 24.

5. **INFORMATION ITEMS**

A. **MWD UPDATE (ORAL)**

B. **CBWM UPDATE (ORAL)**

C. **SAWPA UPDATE (ORAL)**

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

**RECEIVE AND FILE INFORMATION ITEMS**

E. **FISCAL YEAR 2019/20 FIRST QUARTER BUDGET VARIANCE, PERFORMANCE GOAL UPDATES, AND BUDGET TRANSFERS (WRITTEN/POWERPOINT) (Finance & Admin)**

F. **TREASURER'S REPORT OF FINANCIAL AFFAIRS (WRITTEN/POWERPOINT) (Finance & Admin)**

G. **PUBLIC OUTREACH AND COMMUNICATION (WRITTEN) (Comm & Leg Affairs)**

- H. **STATE LEGISLATIVE REPORT AND MATRIX FROM WEST COAST ADVISORS (WRITTEN)** *(Comm & Leg Affairs)*
  - I. **FEDERAL LEGISLATIVE REPORT AND MATRIX FROM INNOVATIVE FEDERAL STRATEGIES (WRITTEN)** *(Comm & Leg Affairs)*
  - J. **CALIFORNIA STRATEGIES, LLC MONTHLY ACTIVITY REPORT (WRITTEN)** *(Comm & Leg Affairs)*
  - K. **INTERNAL AUDIT DEPARTMENT QUARTERLY STATUS REPORT FOR DECEMBER 2019 (WRITTEN)** *(Audit)*
  - L. **HUMAN RESOURCES: AUDIT HIRING AND PROMOTIONS OPERATIONS REVIEW (WRITTEN)** *(Audit)*
  - M. **CONTRACT EXTENSION FOR ADVISORY SERVICES FOR THE AUDIT COMMITTEE'S FINANCIAL ADVISOR (WRITTEN)** *(Audit)*
  - N. **CONTRACT EXTENSION FOR FINANCIAL AND SINGLE AUDITING SERVICES FOR IEUA AND CBRFA (WRITTEN)** *(Audit)*
  - O. **OPERATIONS DIVISION SEMI-ANNUAL UPDATE (POWERPOINT)** *(Eng/Ops/WR)*
  - P. **ENGINEERING AND CONSTRUCTION MANAGEMENT PROJECT UPDATES (POWERPOINT)** *(Eng/Ops/WR)*
6. **AGENCY REPRESENTATIVES' REPORTS**
- A. **SAWPA REPORT**  
The December 3, 2019 Regular Commission meeting was cancelled. The December 17, 2019 meeting agenda was not available at time of printing.
  - B. **MWD REPORT (WRITTEN)**  
December 10, 2019 MWD Board meeting.
  - C. **REGIONAL SEWERAGE PROGRAM POLICY COMMITTEE REPORT**  
The December 5, 2019 Regional Policy Meeting was cancelled. The next meeting is scheduled for February 6, 2020.
  - D. **CHINO BASIN WATERMASTER REPORT (WRITTEN)**  
November 21, 2019 CBWM Board meeting.
  - E. **CHINO BASIN DESALTER AUTHORITY**  
The December 12, 2019 CDA Special Board meeting was cancelled. The next meeting is scheduled for January 9, 2020.
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

**11. ADJOURN**

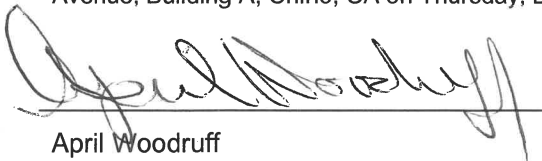
\*A Municipal Water District

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, December 12, 2019.

  
April Woodruff