

NOTICE OF SPECIAL MEETING

OF THE
BOARD OF DIRECTORS
OF THE



WILL BE HELD ON
WEDNESDAY, DECEMBER 21, 2022
9:00 A.M.

The meeting will be accessible at:
(415) 856-9169/Conference ID: 885 499 122#

PURSUANT TO AB361 AND RESOLUTION NO. 2022-11-7, ADOPTED BY THE IEUA BOARD OF DIRECTORS ON NOVEMBER 16, 2022, IEUA BOARD AND COMMITTEE MEETINGS WILL CONTINUE TO BE CONDUCTED THROUGH TELECONFERENCE IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19. THERE WILL BE NO PUBLIC LOCATION AVAILABLE FOR ATTENDING THE MEETING IN PERSON.

The public may participate and provide public comment during the meeting by dialing the number provided above. Comments may also be submitted by email to the Board Secretary/Office Manager Denise Garzaro at dgarzaro@ieua.org prior to the completion of the Public Comment section of the meeting. Comments will be distributed to the Board of Directors.



**AGENDA
SPECIAL MEETING OF THE
INLAND EMPIRE UTILITIES AGENCY*
BOARD OF DIRECTORS**

**WEDNESDAY, DECEMBER 21, 2022
9:00 A.M.**

**AGENCY HEADQUARTERS
BOARD ROOM
6075 KIMBALL AVENUE, BUILDING A
CHINO, CALIFORNIA 91708
VIEW THE MEETING LIVE ONLINE AT IEUA.ORG
TELEPHONE ACCESS: (415) 856-9169 / Conf Code: 885 499 122#**

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

ROLL CALL

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 email the Board Secretary/Office Manager prior to the public comment section or request to address the Board during the public comments section of the meeting. Comments will be limited to three minutes per speaker. Thank you.

*A Municipal Water District

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.

NEW, PROMOTED AND RECLASSIFIED EMPLOYEE INTRODUCTIONS

1. PUBLIC HEARING ITEMS

A. ADOPTION OF RESOLUTION NO. 2022-12-1, EXTENDING THE DECLARATION OF A WATER SHORTAGE EMERGENCY AND ADOPTION OF A REVISED EMERGENCY WATER CONSERVATION FRAMEWORK

Staff recommends that the Board adopt Resolution No. 2022-12-1, extending the declaration of a Water Shortage Emergency Condition, implementing the Agency's Water Shortage Contingency Plan at Level 6, and adopting a revised Emergency Water Conservation Program framework.

B. ADOPTION OF ORDINANCE NO. 111 - REGIONAL SEWERAGE SYSTEM

Staff recommends that the Board:

1. Hold a Public Hearing to receive public comments prior to the adoption of Ordinance No. 111, establishing regulations governing the collection, treatment, and disposal of sewage to the IEUA Regional Sewerage System; and
2. After closing the Public Hearing, adopt Ordinance No. 111.

C. ADOPTION OF ORDINANCE NO. 112 - RECYCLED WATER

Staff recommends that the Board:

1. Hold a Public Hearing to receive public comments prior to the adoption of Ordinance No. 112, establishing the availability and regulating the permitted use of recycled water from the IEUA Regional Recycled Water Distribution System; and
2. After closing the Public Hearing, adopt Ordinance No.112

2. 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**
 Approve minutes of the November 2 and November 16, 2022 Board Meetings.
- B. **ADOPTION OF RESOLUTION NO. 2022-12-6, MAKING CERTAIN FINDINGS AND DETERMINATIONS REGARDING SPECIAL RULES FOR CONDUCTING MEETINGS THROUGH TELECONFERENCE**
 Staff recommends that the Board adopt Resolution No. 2022-12-6, making certain findings and determinations regarding special rules for conducting meetings through teleconference.
- C. **REPORT ON GENERAL DISBURSEMENTS** (*Finance & Admin*)
 Staff recommends that the Board approve the total disbursements for the month of October 2022, in the amount of \$24,401,932.26.
- D. **ADOPTION OF RESOLUTION NO. 2022-12-3, AMENDING THE AGENCY'S SALARY SCHEDULE/MATRIX FOR ALL GROUPS**
 Staff recommends that the Board adopt Resolution No. 2022-12-3, amending the Agency's Salary Schedule/Matrix for all groups.
- E. **INTERNAL AUDIT UNIT CHARTER AND AUDIT COMMITTEE CHARTER** (*Audit*)
 Staff recommends that the Board:
1. Approve the Audit Committee Charter and the Internal Audit Unit Charter; and
 2. Direct staff to implement the charters.
- F. **CONTRACT AWARD FOR HVAC PREVENTATIVE MAINTENANCE AND EMERGENCY REPAIR SERVICES** (*Eng/Ops/WR*)
 Staff recommends that the Board:
1. Award a two-year service contract with three, one-year options to Diversified Thermal Services, for HVAC Preventative Maintenance and Emergency Repair Service Contract for a not-to-exceed amount of \$1,071,250; and
 2. Authorize the General Manager to execute the service contract.
- G. **AGENCY-WIDE AND LABORATORY COURIER SERVICE CONTRACT AWARD** (*Finance & Admin*)
 Staff recommends that the Board:
1. Approve the award to provide Agency-Wide and Laboratory Courier Service, Contract No. 4600003207, to Integrated Parcel Network dba Pacific Couriers, for a two-year contract, with three one-year renewal options, for a potential total contract term of five years for a not-to-exceed amount of \$440,000; and
 2. Authorize the General Manager to execute the contract, subject to non-substantive changes.

H. RP-1 AERATION BASINS UTILITY WATER SYSTEM IMPROVEMENTS CONSTRUCTION CONTRACT AWARD (Eng/Ops/WR)

Staff recommends that the Board:

1. Award a construction contract for the RP-1 Aeration Basins Utility Water System Improvements, Project No. EN22041, to Genesis Construction in the amount of \$998,765; and
2. Authorize the General Manager to execute the contract, subject to non-substantive changes.

I. PROCUREMENT OF CISCO NETWORK COMPONENTS FOR RP-1 SCADA MIGRATION (Eng/Ops/WR)

Staff recommends that the Board:

1. Authorize the purchase from Frontier Technology dba MicroAge for Cisco controls system network infrastructure components prior to construction for the RP-1 SCADA Migration Project, EN13016.05, for an amount not-to-exceed \$189,853; and
2. Authorize the General Manager to execute the purchase.

J. PURCHASE OF COMBINATION (JET/VACUUM) SEWER CLEANING TRUCK (Eng/Ops/WR)

Staff recommends that the Board:

1. Authorize the purchase of one 2023 GapVax, Model No. MC1510, combination jet/vacuum sewer cleaning vehicle for a not-to-exceed amount of \$727,000; and
2. Authorize the General Manager to execute the purchase.

3. ACTION ITEMS

A. IEUA FISCAL YEAR (FY) 2021/22 AUDITED ANNUAL COMPREHENSIVE FINANCIAL REPORT (Audit) (Finance & Admin)

Staff recommends that the Board:

1. Approve the Annual Comprehensive Financial Report for fiscal year ended June 30, 2022;
2. 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;
3. Approve an inter-fund loan of \$7,000,000 from Recycled Water Fund to the Recharge Water Fund to support the Recharge Master Plan Update projects execution until grants and State Revolving Fund loan proceeds from the State Water Resources Control Board are received by the Agency; and
4. Authorize the General Manager to execute the inter-fund loan.

B. ADOPTION OF RESOLUTION NO. 2022-12-4, ESTABLISHING THE EQUIVALENT DWELLING UNIT COMPUTATION FOR CAPITAL CAPACITY REIMBURSEMENT AND MONTHLY SEWER SERVICE CHARGE ACCOUNT PAYMENTS

Staff recommends that the Board adopt Resolution No. 2022-12-4, establishing the Equivalent Dwelling Unit computation for Capital Capacity Reimbursement and Monthly Sewer Service Charge Account Payments.

C. ADOPTION OF RESOLUTION NO. 2022-12-5, ESTABLISHING REGIONAL INDUSTRIAL PRETREATMENT PROGRAM SERVICES

Staff recommends that the Board adopt Resolution No. 2022-12-5, establishing Regional Industrial Pretreatment Program services.

D. 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 for a one-year term beginning January 1, 2023.

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

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

F. ADOPTION OF RESOLUTION NO. 2022-12-2, APPOINTING AGENCY REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE SAWPA COMMISSION

Staff recommends that the Board adopt, by majority vote, Resolution No. 2022-12-2, appointing the Agency representative and alternate representative to the Santa Ana Watershed Project Authority (SAWPA) Commission.

G. APPOINTMENT OF A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE FOR SAWPA PROJECT AGREEMENT (PA) 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.

4. INFORMATION ITEMS

A. RECYCLED WATER GROUNDWATER RECHARGE UPDATE (POWERPOINT)

B. FISCAL YEAR 2022/23 FIRST QUARTER BUDGET VARIANCE, PERFORMANCE UPDATES, AND BUDGET TRANSFERS (WRITTEN/POWERPOINT) (Finance & Admin)

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

RECEIVE AND FILE INFORMATION ITEMS

- D. **ACCOUNTS PAYABLE OPERATIONAL AND INTERNAL CONTROL AUDIT REPORT – REVIEW OF PROCURE TO PAY PROCESSES FOR MATERIALS AND SUPPLIES (WRITTEN/POWERPOINT)** *(Audit)*
- E. **CONTRACTS AND PROCUREMENT FOLLOW-UP AUDIT - 2022 (WRITTEN/POWERPOINT)** *(Audit)*
- F. **PROGRESS UPDATE FOR ALL PROCURE TO PAY AUDIT RECOMMENDATIONS (WRITTEN/POWERPOINT)** *(Audit)*
- G. **INTERNAL AUDIT DEPARTMENT QUARTERLY STATUS REPORT FOR DECEMBER 2022 (WRITTEN)** *(Audit)*
- H. **FEDERAL LEGISLATIVE REPORT FROM CARPI AND CLAY (WRITTEN)**
- I. **STATE LEGISLATIVE REPORT FROM WEST COAST ADVISORS (WRITTEN)**
- J. **PUBLIC OUTREACH AND COMMUNICATION (WRITTEN)**
- K. **RP-5 EXPANSION PROJECT UPDATE – DECEMBER 2022 (POWERPOINT)** *(Eng/Ops/WR)*
- L. **TREASURER’S REPORT OF FINANCIAL AFFAIRS (WRITTEN/POWERPOINT)** *(Finance & Admin)*

5. AGENCY REPRESENTATIVES’ REPORTS

- A. **SANTA ANA WATERSHED PROJECT AUTHORITY REPORT (WRITTEN)**
December 6, 2022 SAWPA Commission meeting. The December 20, 2022 SAWPA Commission meeting agenda was not available at time of printing.
- B. **METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA REPORT (WRITTEN)**
December 12, 2022 Special and December 13, 2022 MWD Board meetings
- C. **REGIONAL SEWERAGE PROGRAM POLICY COMMITTEE REPORT**
The next Regional Sewerage Program Policy Committee meeting is scheduled for January 5, 2023
- D. **CHINO BASIN WATERMASTER REPORT (WRITTEN)**
November 17, 2022 Chino Basin Watermaster Board meeting
- E. **CHINO BASIN DESALTER AUTHORITY REPORT (WRITTEN)**
December 1, 2022 Special CDA Board meeting

F. INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY REPORT

The next IERCA Board meeting is scheduled for February 6, 2023

6. GENERAL MANAGER'S REPORT (WRITTEN)

7. BOARD OF DIRECTORS' REQUESTED FUTURE AGENDA ITEMS

8. 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.

9. CLOSED SESSION

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

1. Workers' Compensation Claim Nos. IEUC-000495; 4A2208YJ8LZ-0001

**B. PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(2)(e)1
CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

One Case

**C. PURSUANT TO GOVERNMENT CODE SECTIONS 54957 AND 54957.6
– PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

1. General Manager

ADJOURN

Declaration of Posting

I, Denise Garzaro, CMC, Board Secretary/Office Manager of the Inland Empire Utilities Agency*, a Municipal Water District, hereby certify that, per Government Code Section 54954.2, a copy of this agenda has been posted at the Agency's main office, 6075 Kimball Avenue, Building A, Chino, CA and on the Agency's website at www.ieua.org at least seventy-two (72) hours prior to the meeting date and time above.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Board Secretary at (909) 993-1736 or dgarzaro@ieua.org, 48 hours prior to the scheduled meeting so that IEUA can make reasonable arrangements to ensure accessibility.