



## MINUTES

### FINANCE, LEGAL, AND ADMINISTRATION COMMITTEE MEETING INLAND EMPIRE UTILITIES AGENCY\* AGENCY HEADQUARTERS, CHINO, CA

WEDNESDAY, AUGUST 14, 2013  
11:00 AM

#### **COMMITTEE MEMBERS PRESENT**

Gene Koopman, Chair  
Steven J. Elie

#### **STAFF PRESENT**

P. Joseph Grindstaff, General Manager  
Christina Valencia, Chief Financial Officer  
Chris Berch, Manager of Planning and Environmental Compliance  
Javier Chagoyen-Lazaro, Manager of Accounting and Fiscal Management  
Pari Dezham, Manager of Pretreatment and Source Control  
Gaspar Garza, Deputy Manager of Operations  
LeAnne Hamilton, Senior Engineer  
Majid Karim, Deputy Manager of Engineering  
Cameron Langner, Manager of Contracts and Procurement  
Randy Lee, Manager of Operations  
Paddy Mwembu, Manager of Financial Planning  
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 July 10, 2013.
- ◆ Recommended that the Board approve the total disbursements for the month of July 2013 in the amount of \$12,426,510.88;  
  
as a Consent Calendar Item on the August 21, 2013 Board meeting agenda.
- ◆ Recommended that the Board approve the purchase and installation of 36 total chlorine residual analyzers, Project No. EP14004, (16 of the units to be delivered and installed in FY 2014/15), from Electro-Chemical Devices of Irvine, California for a not-to-exceed amount of \$360,000, including sales tax and freight charges;  
  
as a Consent Calendar Item on August 21, 2013 Board meeting agenda.

- ◆ Recommended that the Board approve a budget amendment of \$725,000 in FY 2012/13 for the RP-1 Dewatering Facility Project, Project No. EN06015, to support additional biosolids hauling and processing costs incurred during FY 2012/13 due to the delay in the project start-up, and authorize staff to record the budget amendment in fiscal year 2012/13;

Chief Financial Officer Christina Valencia informed the Committee that during the startup and transition period of April 2013 through July 2013, RP-1 Operations continued to purchase Polymer from Aqua Ben for an aggregate amount of approximately \$43,000. Ms. Valencia stated that the Aqua Ben contract expired in April 2013, and was not renewed due to the expectation that the RP-1 Dewatering Facility would be fully operational. She stated that staff will be requesting approval for this transaction at the next Board meeting. The Committee recommended that staff amend the current Committee letter to include the \$43,000; prior to going to the Board on August 21.

as an Action Item on the August 21, 2013 Board meeting agenda.

- ◆ Recommended that the Board approve the purchase of 15 luminescent dissolved oxygen (LDO) meters from Hach Company of Loveland, Colorado for a not-to-exceed amount of \$100,000, including sales tax freight charges;

as a Consent Calendar Item on the August 21, 2013 Board meeting agenda.

- ◆ Recommended that the Board:

1. Award a contract to Tri-County Drilling Inc. construction and installation of monitoring wells for the low bid amount of \$148,414, for the Prado Basin Habitat Sustainability Program, Project No. WR13022;
2. Amend the reimbursement agreement with the Chino Basin Watermaster to increase the 50/50 cost-sharing from \$440,000 to \$600,000 and extend the term of FY 2022/23; and
3. Authorize the General Manager to execute the contract and amend the agreement;

as an Action Item on the August 21, 2013 Board meeting agenda.

- ◆ Recommended that the Board:

1. Amend the Integrated Resources Plan, Project No. WR14019, total project budget from \$200,000 to \$539,179, and increase the annual appropriation for FY 2013/14 from \$50,000 to \$450,000;
2. Award a contract to RMC for development of an Integrated Resources Plan for a not-to-exceed amount of \$539,179; and
3. Authorize the General Manager to execute the contract;

as an Action Item on the August 21, 2013 Board meeting agenda.

◆ Recommended that the Board:

1. Authorize preparation and recordation of a conservation easement deed (“Conservation Easement”) in favor of Riverside Land Conservancy, (“Grantee”) for the property known as Chino Basin Facilities Improvement Program RP-3 Mitigation Wetlands (“Property”);
2. Transfer to the Grantee, upon recording of the Conservation Easement, a non-wasting endowment (“Endowment”) in an amount not-to-exceed \$132,142 for perpetual management, maintenance, and monitoring of the Property as required under the Conservation Easement; and
3. Authorize the General Manager to sign a Conservation Easement and all necessary legal documents on behalf of the Agency;

as an Action Item on the August 21, 2013 Board meeting agenda.

**INFORMATION ITEMS**

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

- ◆ Treasurer’s Report of Financial Affairs
- ◆ Recharge Master Plan Update – Draft Update and Recommendations

**GENERAL MANAGER’S COMMENTS**

There were no General Manager’s comments.

**COMMITTEE MEMBER COMMENTS**

There were no Committee member comments.

**COMMITTEE MEMBER REQUESTED FUTURE AGENDA ITEMS**

There were no Committee member requested future agenda items.

With no further business, the meeting adjourned at 11:45 a.m.

Respectfully submitted,

April Woodruff  
Board Secretary

\*A Municipal Water District

**APPROVED: SEPTEMBER 11, 2013**