

## MINUTES

**FINANCE, LEGAL, AND ADMINISTRATION  
COMMITTEE MEETING  
INLAND EMPIRE UTILITIES AGENCY\*  
AGENCY HEADQUARTERS, CHINO, CA  
WEDNESDAY, NOVEMBER 10, 2010  
11:00 AM**

### **COMMITTEE MEMBERS PRESENT**

Terry Catlin  
Gene Koopman

### **STAFF PRESENT**

Thomas A. Love, General Manager  
Martha Davis, Executive Manager of Policy Development  
Patrick Shields, Executive Manager of Operations  
Rosemary Alvarado, Supervising Contracts & Programs Administrator  
Kathleen Baxter, Supervising Contracts & Programs Administrator  
Michael Chung, Manager of Fiscal Management  
Jonathan Glazier, Manager of Enterprise Systems Services  
Warren Green, Manager of Safety and Risk Management  
Cameron Langner, Manager of Contracts & Procurement  
Suresh Malkani, Accounting Supervisor  
Christina Valencia, Chief Financial Officer  
Teresa Velarde, Manager of Internal Audit  
Ernest Yeboah, Manager of Maintenance  
April Woodruff, Board Secretary

The meeting was called to order at 11:07 a.m. There were no public comments received or additions to the agenda.

### **ACTION ITEMS**

The Committee:

- ◆ Approved the Special Finance, Legal, and Administration Committee meeting minutes of September 10, 2010, and the Finance, Legal, and Administration Committee meeting minutes of October 13, 2010.

- ◆ Recommended that the Board:

1. Approve a maximum five-year contract award to Valley Couriers, Inc. for Agency-wide courier and laboratory sample delivery services; and
2. Authorized the Chief Executive Officer/General Manager to execute Contract No. 4600000825;

as a Consent Calendar Item on the November 17, 2010, Board meeting agenda.

- ◆ Recommended that the Board:

1. Approve the cost-sharing agreement with San Bernardino County Flood Control District and Chino Basin Watermaster regarding the repairs to San Sevaine Channel, with IEUA's share of the costs being a not-to-exceed amount of \$245,750;
2. Approve an inter-fund transfer from the administrative Services (GG) Fund to the Recharge Water (RW) Fund in the amount of \$245,750; and

3. Authorize the Chief Executive Officer/General Manager to finalize and execute the agreement;

as a Consent Calendar Item on the November 17, 2010, Board meeting agenda.

**INFORMATION ITEMS**

The following information item was presented, received, and filed by the Committee:

- ◆ Treasurer's Report of Financial Affairs for September, 2010
- ◆ FY 2010/11 First Quarter Budget Variance and Performance Goals Updates
- ◆ Report on Accounts Payable Process in SAP

**COMMITTEE MEMBER COMMENTS**

There were no Committee Member comments.

**COMMITTEE MEMBER REQUESTED FUTURE AGENDA ITEMS**

There were no Committee Member requests for future agenda items.

With no further business, the meeting adjourned at 11:30 a.m.

Respectfully submitted,

April Woodruff  
Board Secretary

\*A Municipal Water District

**APPROVED: JANUARY 12, 2011**