



Inland Empire Utilities Agency

A MUNICIPAL WATER DISTRICT

MINUTES

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

**WEDNESDAY, DECEMBER 9, 2015
11:00 A.M.**

COMMITTEE MEMBERS PRESENT

Gene Koopman, Chair
Steven J. Elie

STAFF PRESENT

P Joseph Grindstaff, General Manager
Chris Berch, Executive Manager of Engineering/Assistant General Manager
Martha Davis, Executive Manager of Policy Development/Assistant General Manager
Christina Valencia, Chief Financial Officer/Assistant General Manager
Ernest Yeboah, Executive Manager of Operations/Assistant General Manager
Rosemary Alvarado, Contract Administrator
Connie Campbell, Accounting Supervisor
Pietro Cambiaso, Supervisor-Environmental Compliance & Energy
Javier Chagoyen-Lazaro, Manager of Finance and Accounting
Lucia Diaz, Facilities Program Supervisor
Warren Green, Manager of Contracts and Facilities Services
Jason Gu, Grants Officer
Paula Hooven, Financial Analyst II
Linda Johnson, Administrative Coordinator
Nasrin Maleki, Senior Engineer
Shaun Stone, Manager of Engineering
April Woodruff, Board Secretary/Office Manager

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 November 11, 2015.
- ◆ Recommended that the Board approve the total disbursements for the month of October 2015 in the amount of \$12,342,322.01;

as a Consent Calendar Item on the December 16, 2015 Board meeting agenda.

- ◆ Recommended that the Board adopt Resolution No. 2015-12-1, authorizing the substitution of the LOC provider for the Variable Rate Demand Revenue Refunding Bonds (Inland Empire Utilities Agency), Series 2008B, for a not-to-exceed amount of \$44,060,000;

as an Action Item on the December 16, 2015 Board meeting agenda.

- ◆ Recommended that the Board:

1. Approve the CAFR for FY ended June 30, 2015; and
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;

as an Action Item on the December 16, 2015 Board meeting agenda.

- ◆ Recommended that the Board:

1. Approve the Single Audit Report for FY 2014/15; and
2. Direct staff to distribute the report, as appropriate, to the State Controller's Office, the Federal Clearing House, and other interested parties;

as a Consent Calendar Item on the December 16, 2015 Board meeting agenda.

- ◆ Recommended that the Board:

1. Approve the landscape services contract for RP-1 Lawn Conversion Improvements, Project No. CP16007, to Conserve LandCare, Inc. for a not-to-exceed amount of \$319,200;
2. Approve a budget amendment to increase the Regional Wastewater Operations & Maintenance (RO) Fund revenue and expenses in the amount of \$450,000; and
3. Authorize the General Manager, or in his absence, his designee to execute the contract;

as an Action Item on the December 16, 2015 Board meeting agenda.

- ◆ Recommended that the Board:

1. Approve the award of a five-year competitively-let contract to Priority Building Services, LLC, for janitorial maintenance services for a total annual amount of \$166,593, effective January 3, 2016; and
2. Authorize the Manager of Contracts and Facilities Services to execute the contract;

as an Action Item on the December 16, 2015 Board meeting agenda.

◆ Recommended that the Board:

1. Approve the award of a five-year competitively-let contract to PacTrack of Fullerton, California, through December 31, 2020, for Agency-wide courier and laboratory sample delivery services; and
2. Authorize the Manager of Contract and Facilities Services to execute the contract;

as a Consent Calendar Item on the December 16, 2015 Board meeting agenda.

◆ Recommended that the Board:

1. Approve the contract to Universal Protection Services (UPS), through December 31, 2020; for IEUA uniformed security services, for a not-to-exceed amount of \$858,000 for up to a five-year term; and
2. Authorize the Manager of Contract and Facilities Services to execute the contract;

as a Consent Calendar Item on the December 16, 2015 Board meeting agenda.

◆ Recommended that the Board:

1. Approve contract amendment 4600001385-001, with Tom Dodson and Associates (TDA), for an on-call environmental services contract, for an additional amount of \$200,000;
2. Authorize the General Manager, or in his absence, his designee to execute the contract amendment;

as a Consent Calendar Item on the December 16, 2015 Board meeting agenda.

◆ Recommended that the Board:

1. Approve the construction contract award for the Fiber Optic Pull Box Upgrades, Project No. EN15030-02, to J.F. Shea Construction, Inc. in the amount of \$248,500; and;
2. Authorize the General Manager to execute the contract;

as a Consent Calendar Item on the December 9, 2015 Board meeting agenda.

INFORMATION ITEMS

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

- ◆ First Quarter Budget Variance Report for FY 2015/16
- ◆ Inland Empire Regional Composting Authority (IERCA) FY 2014/15 Financial Statements
- ◆ Participation in the California Asset Management Program (CAMP)
- ◆ Treasurer's Report of Financial Affairs

GENERAL MANAGER'S COMMENTS

General Manager P. Joseph Grindstaff stated that the 65 year anniversary of the Agency will be celebrated at next week's (December 16) holiday luncheon.

COMMITTEE MEMBER COMMENTS

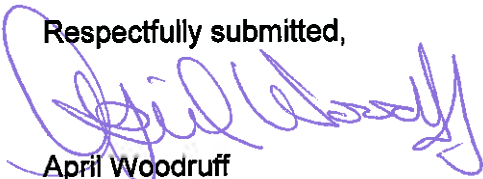
Director Elie noted that he is glad to know that Director Koopman is getting better and he is at the Board meeting.

COMMITTEE MEMBER REQUESTED FUTURE AGENDA ITEMS

There were no Committee Member requests for future agenda items.

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

Respectfully submitted,



April Woodruff
Board Secretary/Office Manager

*A Municipal Water District

APPROVED: JANUARY 13, 2016