

NOTICE OF MEETING

OF THE
**FINANCE, LEGAL, AND
ADMINISTRATION
COMMITTEE**

OF THE
BOARD OF DIRECTORS
OF THE



Inland Empire Utilities Agency

A MUNICIPAL WATER DISTRICT

IS SCHEDULED FOR
WEDNESDAY, JULY 13, 2016
11:00 A.M.

*Or immediately following the
Engineering, Operations, and Biosolids Management
Committee Meeting*

AT THE ADMINISTRATION HEADQUARTERS
6075 Kimball Avenue, Building A
Chino, CA 91708



**FINANCE, LEGAL, AND ADMINISTRATION
COMMITTEE MEETING
OF THE BOARD OF DIRECTORS
INLAND EMPIRE UTILITIES AGENCY*
AGENCY HEADQUARTERS, CHINO, CALIFORNIA**

**WEDNESDAY, JULY 13, 2016
11:00 A.M.**

***Or immediately following the
Engineering, Operations, and Biosolids Management
Committee Meeting***

CALL TO ORDER

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 is available on the table in the Board Room. Comments will be limited to five 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. CONSENT ITEMS

A. MINUTES

The Committee will be asked to approve the Finance, Legal, and Administration Committee meeting minutes of June 8, 2016.

B. REPORT ON GENERAL DISBURSEMENTS

It is recommended that the Committee/Board approve the total disbursements for the month of May 2016, in the amount of \$11,749,719.63.

2. ACTION ITEMS

A. AGENCY-WIDE INSURANCE POLICIES FOR FY 2016/17

It is recommended that the Committee/Board ratify the purchase of the following Agency-wide insurance policies with an effective date of July 1, 2016, providing coverage through July 1, 2017, for the amounts included in the FY 1016/17 Budget:

General Liability: Provides third party liability coverage for bodily injury and property damage through the Insurance Company of the State of Pennsylvania (AIG/ICSP) and Allied World Assurance Company (AWAC) for up to \$20,000,000 per policy year, with a Self-Insured Retention (SIR) of \$1,000,000; and

Automobile Liability: Covers losses to other parties for bodily injury and property damage caused by Agency vehicles. Limits of coverage are \$20,000,000 per accident, with a SIR of \$1,000,000; and

Public Entity Errors and Omissions: Provides \$20,000,000 per policy year of protection against claims for damages arising from the negligent acts, errors, and omissions of the Board of Directors and/or Agency staff acting within their professional capacity, with a SIR of \$1,000,000; and

Property, and Boiler and Machinery: Provides insurance protection resulting from damage and destruction of property through the California Sanitation Risk Management Authority (CSRMA) Property Program; with a deductible level of \$25,000; and

Excess Workers' Compensation and Employer's Liability: Provides coverage against bodily injury and illness to employees in the scope of their employment insurance from Midlands Insurance, with a Self-Insured Retention (SIR) of \$1,000,000.

B. AWARD OF CONTRACT FOR STATE LEGISLATIVE SERVICES

It is recommended that the Committee/Board:

1. Approve a three-year contract with two additional one-year extensions with West Coast Advisors to provide state legislative consulting services, for a monthly retainer fee of \$9,800, plus approved expenses; and
2. Authorize the General Manager to finalize and execute said contract and potential one-year extensions.

C. AWARD OF CONTRACTS FOR FEDERAL LEGISLATIVE SERVICES

It is recommended that the Committee/Board:

1. Approve a three-year contract with two additional one-year extensions with Innovative Federal Strategies, LLC to provide federal legislative consulting services for a monthly retainer fee of \$8,000, plus approved expenses; and
2. Approve a three-year contract with two additional one-year extensions with Agricultural Resources to provide federal legislative consulting services for a monthly retainer fee of \$6,000 through December 31, 2016, and \$3,500 thereafter, plus approved expenses; and
3. Authorize the General Manager to finalize and execute said contracts and potential one-year extensions.

D. CONTRACT AWARD FOR VICTORIA BASIN INFILTRATION RESTORATION

It is recommended that the Committee/Board:

1. Approve Contract No. 4600002119 with Jeremy Harris Construction for the Victoria Basin Infiltration Restoration operation and maintenance activities for a not-to-exceed amount of \$103,612; and
2. Authorize the General Manager to execute the contract.

E. CONTRACT AWARD FOR ON-SITE STAFF TRAINING SERVICES

It is recommended that the Committee/Board:

1. Approve Contract No. 4600002162 to GP Strategies Corporation to provide on-site staff training services for the not-to-exceed amount of \$138,418; and
2. Authorize the General Manager to execute the contract.

F. CONTRACT AWARD FOR DISTRIBUTED CONTROL SYSTEM (DCS) SUPPORT SERVICES

It is recommended that the Committee/Board:

1. Approve Contract No. 4600002120 to award Schneider Electric a four-year support contract for Foxboro software and hardware; and
2. Authorize the General Manager to execute the contract.

3. **INFORMATIONAL ITEMS**

RECEIVE AND FILE INFORMATION ITEM

A. **TREASURER'S REPORT OF FINANCIAL AFFAIRS (WRITTEN)**

4. **GENERAL MANAGER'S COMMENTS**

5. **COMMITTEE MEMBER COMMENTS**

6. **COMMITTEE MEMBER REQUESTED FUTURE AGENDA ITEMS**

7. **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.

Proofed by: 

DECLARATION OF POSTING

I, April Woodruff, Board Secretary/Office Manager of the Inland Empire Utilities Agency, A Municipal Water District, hereby certify that a copy of the agenda has been posted by 5:30 p.m. in the foyer at the Agency's main office, 6075 Kimball Ave., Building A, Chino, CA on Thursday, July 7, 2016.



April Woodruff