

## AGENDA

### WORKSHOP OF THE BOARD OF DIRECTORS

WEDNESDAY, OCTOBER 5, 2016  
10:00 A.M.

INLAND EMPIRE UTILITIES AGENCY\*  
AGENCY HEADQUARTERS  
6075 KIMBALL AVENUE, BUILDING A  
CHINO, CALIFORNIA 91708

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

#### 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 complete and submit to the Board Secretary a "Request to Speak" form which are 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. WORKSHOPS

##### A. IEUA BOARD OF DIRECTORS STANDING COMMITTEES WORKSHOP


**B. RP-1 AND RP-5 EXPANSION PDR WORKSHOP NO. 2**

Materials related to an item on this agenda submitted to the Agency, after distribution of the agenda packet, are available for public inspection at the Agency's office located at 6075 Kimball Avenue, Chino, California during normal business hours.

2. **ADJOURN**

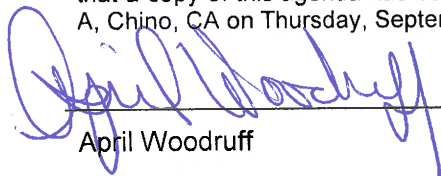
\*A Municipal Water District

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 of the Inland Empire Utilities Agency\*, A Municipal Water District, hereby certify that a copy of this agenda has been posted by 5:30 p.m. at the Agency's main office, 6075 Kimball Avenue, Building A, Chino, CA on Thursday, September 29, 2016.

  
\_\_\_\_\_  
April Woodruff

**WORKSHOP  
ITEM**

**1A**

# IEUA Board of Directors Standing Committees

October 2016  
Board Workshop

# Project Background

Determine the functions of the standing committees of the Board.

Define which items should be taken through each committee.

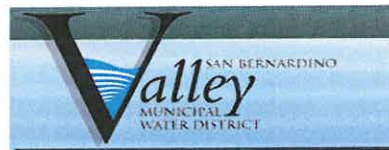
Develop written guidelines for the standing committees.



# Findings

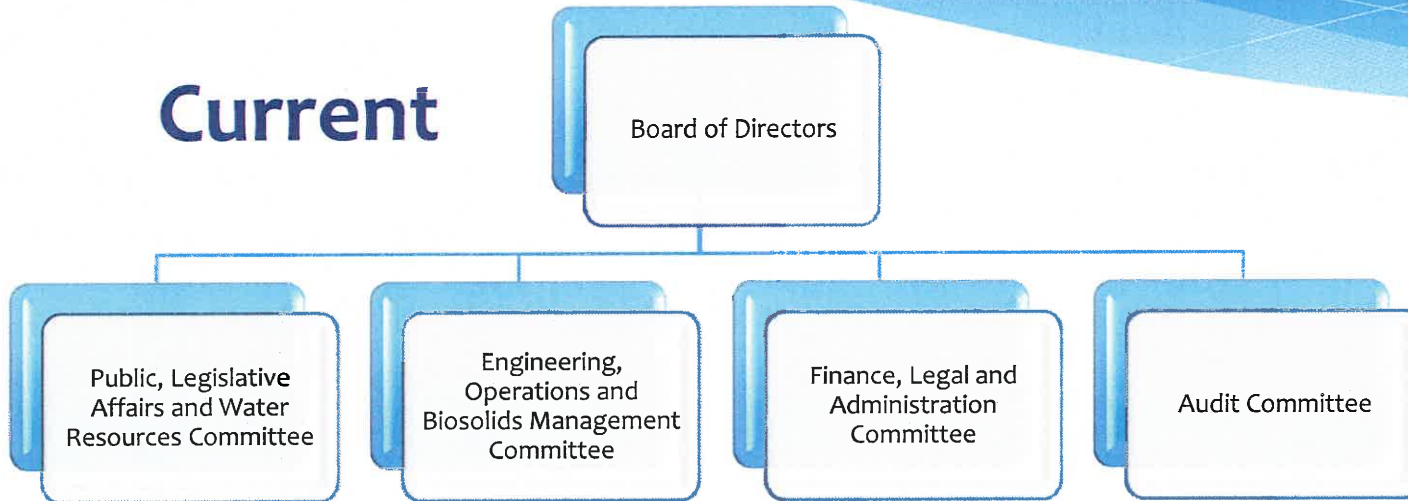
- \* Surveyed seven similar agencies (water and/or wastewater).
- \* Committee structures are different at each agency; however the items going to each committee are similar to IEUA's.

## Sources of Findings

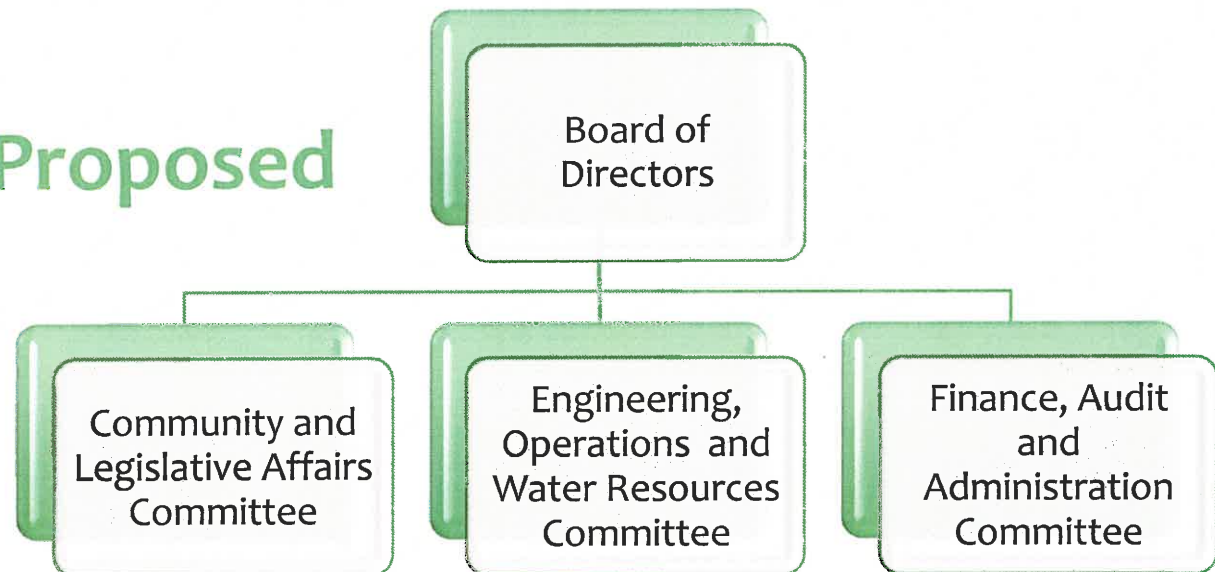


# Committee Structure

## Current



## Proposed



# Community and Legislative Affairs Committee

## Proposed Committee Charge

- The Community and Legislative Affairs Committee is a standing committee of the Board of Directors, established to advise the Board concerning legislation and internal and external communication. The committee shall review items related to community outreach, education and conservation programs, as well as state and federal legislation.

## Recommended Items

- Federal legislative updates
- State legislative updates
- Local/regional outreach
- Support or opposition of legislation
- Legislative priorities/initiatives
- Outreach updates
- Educational programs
- Endorsements of elected positions
- Special recognitions
- Media communication/public relations – new advertisements, bill inserts
- External Affairs department updates
- Local Agency Formation Commission (LAFCO)
- Agency memberships and affiliations
- Events
- WUE programs and outreach
- Grant outreach, applications and/or resolutions



# Engineering, Operations and Water Resources Committee

## Proposed Committee Charge

- The Engineering, Operations and Water Resources Committee is a standing committee of the Board of Directors, established to advise the Board concerning renewable energy and the planning, construction, operations and maintenance necessary for the treatment, storage, and distribution of wastewater (including biosolids and waste products), potable water and recycled water.

## Recommended Items

- Design and construction updates and contract awards
- Repair and replacement updates and contract awards
- Ten Year Capital Improvement Plan (TYCIP)
- Planning documents (i.e. - IRP, TMP, RWMP)
- Regulatory and Environmental documents (i.e. - CEQA, AQMD)
- Annual reports (i.e. - energy, water use)
- Water conservation program – updates and adoptions
- IERCA project updates and awards
- Engineering and Operations division department updates

# Finance, Audit and Administration Committee

## Proposed Committee Charge

- The Finance, Audit and Administration Committee is a standing committee of the Board of Directors established to advise the Board on items concerning financial, budgetary, investment, debt management, administration and audit matters.

## Recommended Items

- Internal Audit reports
- Administrative contract awards (i.e. - insurance, security, external auditor)
- Comprehensive Annual Financial Report (CAFR)
- Financial reports (i.e. - financial affairs, general disbursements)
- Budget – updates and adoption (i.e. - bi-annual budget adoption, budget variance, carry forwards)
- IERCA budget adoption
- Ten Year Capital Improvement Plan (TYCIP)
- Long range plan of finance
- Fiscal policies (i.e. - investment policy)
- Rates
- Grants/SRF loans
- Finance division departments and Internal Audit department updates
- Budget amendments
- Risk management



# Next Steps

Incorporate  
Board comments  
and  
recommendations

Board adoption

Implementation

**Current Committee Structure**

Public, Legislative Affairs and Water Resources (monthly)	Engineering, Operations and Biosolids Management (monthly)	Finance, Legal and Administration (monthly)	Audit (quarterly)
Legislative updates	Design and construction updates and contract awards	Design and construction updates and contract awards	Internal Audit reports
Support or opposition of legislation	Repair and replacement updates and contract awards	Repair and replacement updates and contract awards	External audit contract selection
Legislative priorities/initiatives	Ten Year Capital Improvement Plan (TYCIP)	TYCIP	Dept. Updates
Outreach updates	Grants/SRF loan	Comprehensive Annual Financial Report (CAFR)	CAFR
Educational programs	Agency memberships	Administrative contract awards	
Endorsements of elected positions	Agreements	Financial policies	
Special recognitions	Recycled water updates	Insurance updates and contracts	
Media communications/public relations	Dept. Updates	Budget – updates and adoption (i.e. - bi-annual budget adoption, budget variance, carry forwards)	
External Affairs department updates	Regulatory and environmental resource update	IERCA budget adoption	
Agency memberships		Financial reports (i.e. - financial affairs, general disbursements)	
Agreements		Grants/SRF loan	
Environmental documents – (i.e. - CEQA, AQMD)		Agency memberships	
Planning documents – management plans, initiatives, IRP		Agreements	
Dept. Updates			
Annual reports (energy, water use)			

**Proposed Committee Structure**





Community and Legislative Affairs	Engineering, Operations and Water Resources	Finance, Audit and Administration
Federal legislative updates	Design and construction updates and contract awards*	Internal Audit reports
State legislative updates	Repair and replacement updates and contract awards*	Administrative contract awards (i.e. - insurance, security, external auditor)*
Local/regional outreach	Ten Year Capital Improvement Plan (TYCIP)	Comprehensive Annual Financial Report (CAFR)
Support or opposition of legislation	Planning documents (i.e. - IRP, TMP, RWMP) – updates and adoption	Financial reports (i.e. - financial affairs, general disbursements)
Legislative priorities/initiatives	Regulatory and Environmental documents (i.e. - CEQA, AQMD) adoptions	Budget – updates and adoption (bi-annual budget adoption, annual updates, budget variance, carry forwards)
Outreach updates	Annual reports (i.e. - energy, water use)	IERCA budget adoption
Educational programs	Water conservation program – updates and adoptions	Ten Year Capital Improvement Plan (TYCIP)
Endorsements of elected positions	IERCA project updates and awards	Agreements relating to administration, finance or audit (i.e. - MOU's, compensation agreements)
Special recognitions	Agreements relating to engineering, operations or water resources (i.e. - MOU's, energy agreements, master agreements)	Long range plan of finance (annually)
Media communication/public relations – (i.e. - new advertisements, bill inserts)	Engineering and Operations division department updates	Fiscal policies (includes investment policy)
External Affairs department updates		Rates
Local Agency Formation Commission (LAFCO)		Grant funding/SRF loans
Agency memberships and affiliations		Design and construction updates and contract awards (as needed**)
Community and legislative contract awards*		Repair and replacement updates and contract awards (as needed**)
Annual education report – field trips, GIES, solar cup		Finance division departments and Internal Audit department updates (as needed)
Events		Budget amendments
WUE programs and outreach		Risk management
Grant funding, applications and/or resolutions		

\* Only contracts over \$100,000 per the IEUA procurement ordinance are taken to the Board for approval.



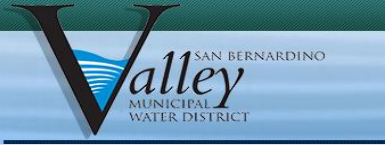

\*\*Only contracts over \$2 million and/or resulting in a budget amendment, budget transfer, or significant change in scope would also be presented to the Finance, Legal and Administration Committee. The \$2 million threshold is consistent with Regional Committees approval limit established by the Regional Sewage Service Contract.



## Agency Surveyed Information

Agency Surveyed	Location	Services	Service Area
 <p>Inland Empire Utilities Agency A MUNICIPAL WATER DISTRICT</p>	Chino	<ul style="list-style-type: none"> <li>• water (retail/wholesaler)</li> <li>• waste water</li> <li>• recycled water</li> <li>• renewable products/energy</li> <li>• ground water</li> </ul>	<ul style="list-style-type: none"> <li>• 242 square miles</li> <li>• 870,000 population</li> <li>• Chino, Chino Hills, Ontario, Fontana, Montclair, Upland, Rancho Cucamonga, some unincorporated areas of San Bernardino County</li> </ul>
 <p>MWD</p>	Los Angeles	<ul style="list-style-type: none"> <li>• water wholesaler</li> </ul>	<ul style="list-style-type: none"> <li>• 5,200 square miles</li> <li>• 19 million population</li> <li>• Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura counties</li> </ul>
 <p>emwd EASTERN MUNICIPAL WATER DISTRICT</p>	Perris	<ul style="list-style-type: none"> <li>• water (retail/wholesaler)</li> <li>• wastewater collection and treatment</li> <li>• recycled water/Conservation</li> <li>• water, wastewater, and recycled connections</li> </ul>	<ul style="list-style-type: none"> <li>• 555 square miles</li> <li>• 795,000 population</li> <li>• The District provides service to retail customers located within the cities of Moreno Valley, Menifee, Murrieta, and Temecula and the unincorporated communities of Good Hope, Homeland, Lakeview, Nuevo, Mead Valley, Murrieta Hot Springs, Quail Valley, Romoland, Valle Vista and Winchester.</li> <li>• The District also supplies water on a wholesale basis to the Cities of Hemet, San Jacinto and Perris, Lake Hemet Municipal Water District, Nuevo Water Company, Elsinore Valley Municipal Water District, Western Municipal Water District and Rancho California Water District.</li> </ul>
 <p>WESTERN MUNICIPAL WATER DISTRICT</p>	Riverside	<ul style="list-style-type: none"> <li>• water (retail/wholesaler)</li> </ul>	<ul style="list-style-type: none"> <li>• 527 square miles</li> <li>• 880,000 population</li> <li>• Cities of Corona, Norco and Riverside and the water agencies serving Box Springs, Eagle Valley, Lake Elsinore, Lee Lake and Temecula.</li> </ul>

## Agency Surveyed Information

Agency Surveyed	Location	Services	Service Area
	<p>Rancho Cucamonga</p>	<ul style="list-style-type: none"> <li>• water</li> <li>• wastewater</li> </ul>	<ul style="list-style-type: none"> <li>• 47 square miles</li> <li>• 190,000 population</li> <li>• City of Rancho Cucamonga, portions of the cities of Upland, Ontario and Fontana, and some unincorporated areas of San Bernardino County.</li> </ul>
	<p>Fallbrook</p>	<ul style="list-style-type: none"> <li>• water (retail)</li> <li>• wastewater</li> <li>• trash</li> <li>• recreational facilities</li> <li>• hydroelectric power</li> <li>• storm water</li> <li>• fire protection</li> </ul>	<ul style="list-style-type: none"> <li>• 79.69 square miles</li> <li>• 19,985 population</li> <li>• Unincorporated communities of Rainbow and Bonsall, as well as portions of Pala, Fallbrook and Vista</li> </ul>
	<p>San Bernardino</p>	<ul style="list-style-type: none"> <li>• water (wholesaler)</li> <li>• wastewater</li> <li>• storm water</li> <li>• disposal</li> <li>• recreation</li> <li>• fire protection services</li> </ul>	<ul style="list-style-type: none"> <li>• 353 square miles</li> <li>• 660,000 population</li> <li>• Eastern two-thirds of the San Bernardino Valley, the Crafton Hills, and a portion of the Yucaipa Valley and includes the cities and communities of San Bernardino, Colton, Loma Linda, Redlands, Rialto, Bloomington, Highland, East Highland, Mentone, Grand Terrace, and Yucaipa.</li> </ul>
 <p style="text-align: center;">Rancho California Water District</p>	<p>Temecula</p>	<ul style="list-style-type: none"> <li>• Water wastewater</li> <li>• recycled water</li> </ul>	<ul style="list-style-type: none"> <li>• 155 square miles</li> <li>• 147,600 population</li> <li>• Includes Temecula and portions of Murrieta and some unincorporated areas of Riverside County.</li> </ul>

# Board Appointments

Board of Directors Officers	Position	Current	How Appointed	When Appointed
President		Terry Catlin	Selected by majority vote of the BOD (Bylaws)	First meeting in January after an election (Bylaws)
Vice-President		Michael Camacho		
Secretary/Treasurer		Steven J. Elie		

IEUA Committee Representatives	Position	Current	How Appointed	When Appointed
Public, Legislative Affairs and Water Resources Committee	Chair	Steven J. Elie	Appointed by the BOD President (Bylaws)	First meeting in January after an election (Bylaws)
	Member	Michael Camacho		
	Alternate	Jasmin A. Hall		
Engineering, Operations and Biosolids Mgmt. Committee	Chair	Michael Camacho		
	Member	Terry Catlin		
	Alternate	Jasmin A. Hall		
Finance, Legal and Administration Committee	Chair	Steven J. Elie		
	Member	Paul Hofer		
	Alternate	Terry Catlin		
Audit Committee	Chair	Terry Catlin		
	Member	Jasmin A. Hall		
	Alternate	Paul Hofer		

**WORKSHOP  
ITEM**

**1B**



Date: October 5, 2016

To: The Honorable Board of Directors

From: *for* P. Joseph Grindstaff *John*  
General Manager

Submitted by: Chris Berch *CB*  
Executive Manager of Engineering/Assistant General Manager

Shaun Stone *SJS*  
Manager of Engineering

Subject: RP-1/RP-5 Expansion Preliminary Design Report (PDR) Board Workshop  
No. 2

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### **RECOMMENDATION**

This is an informational item for the Board of Directors.

### **BACKGROUND**

On January 20, 2016, the Board of Directors awarded the Contract for Engineering Preliminary Design Services for the RP-1/RP-5 Expansion Preliminary Design Report (PDR) to Parsons Water & Infrastructure Inc. The Parsons/Agency project technical team initiated work on the first series of preliminary predesign technical memorandums, which included:

1. Decommissioning of Carbon Canyon Water Recycling Facility (CCWRF)
2. Elimination of Primary Effluent Flow Equalization
3. Onsite Centrate Treatment and Offsite Recycle Flow Discharge
4. RP-5 Liquids Treatment Alternative Technology, Secondary Treatment
5. Ultimate Expansion of RP-5

On May 11, 2016, Agency staff conducted the first Board Workshop covering the topics of the first series of technical memorandums and provided the following recommendations:

- Maintain operations of CCWRF indefinitely while completing the appropriate level of repair and refurbishment asset management projects to ensure safe and compliant operation of the facility.
- RP-5 Secondary Treatment will be accomplished through a membrane bio-reactor (MBR) process, which will simplify operations of the facility and improve effluent water quality.

- Under the current expansion project, fully expand RP-5 to 30 MGD, ultimate flow of the facility with CCWRF in operation, as this approach provided the lowest lifecycle cost for the ultimate expansion of the facility.

Since the first Board Workshop, the Parsons/Agency project technical team has begun work on the second series of technical memorandums for the PDR. On August 9<sup>th</sup> and August 11<sup>th</sup>, the second major technical workshop was conducted with Agency staff. The second series of technical memorandums will provide much of the basis for the treatment processes of the new facilities and is detailed in Table 1 below.

Table 1: Second Series Technical Memorandum Topics

Number	Topic	Description
1	RP-5 Liquids Treatment	Influent Pump Station, Screening, Grit Removal, Primary Clarification, Disinfection, Condition Assessment, & Odor Control
2	RP-5 Solids Treatment	Solids Thickening, Digestion, Dewatering, & Digester Gas Conveyance/Storage/Safety Flaring
3	Food Waste	Comparative Analysis of RP-1, RP-5, & RP-5 Solids Handling Facility including Receiving, Digestion, Dewatering, & Digester Gas Usage
4	Digester Gas Usage	Comparative Analysis of Internal Combustion Engines (Existing/New), Micro Turbines, Natural Gas Pipeline Injection, & CNG Vehicle Fuel including potential for future phasing

The major recommendations resulting from the second series of technical memorandums will be presented to the Board of Directors through the RP-1 & RP-5 Expansion PDR Board Workshop No. 2 to be conducted on October 5, 2016.

This PDR is consistent with the *Agency's Business Goal of Wastewater Management Capacity* objective that IEUA will maintain capacity within systems and facilities to meet essential service demands and to protect public health and environment.

**PRIOR BOARD ACTION**

On January 20, 2016, the Board of Directors approved the consulting engineering services contract award for the RP-1/RP-5 Expansion PDR to Parsons Water & Infrastructure Inc. for the not-to-exceed amount of \$2,431,598.

### **IMPACT ON BUDGET**

The April 2016 approved TYCIP budgets for Project No. EN19001, RP-5 Liquids Treatment Expansion, and Project No. EN19006, RP-5 Solids Treatment Facility, are \$125,000,000 and \$136,000,000, respectively. With the recommendations provided during the first and second Board Workshops, the total project cost for the RP-5 Liquids Treatment Expansion, Project No. EN19001, is estimated to increase to \$160,000,000. In addition, the total project cost for the RP-5 Solids Treatment Facility, Project No. EN19006, is estimated to increase to \$165,000,000. The project cost will continue to be refined as the PDR progresses to completion.

There are no budget impacts to the current phase of the project.

#### Attachments:

1. RP-1 & RP-5 Expansion PDR Board Workshop No. 2 Presentation  
<https://dl.dropbox.com/s/2dg04fcbp4vy99e/16263%20Attach%201.%20RP-1%20%26%20RP-5%20Expansion%20PDR%20Board%20Workshop%20No.%202.pptx?dl=0>
2. RP-1 & RP-5 Expansion PDR Second Series Draft Technical Memorandum Package  
<https://dl.dropbox.com/s/313y86u1fbyau8g/16263%20Attach%202.%20RP-1%20%26%20RP-5%20Expansion%20PDR%20Second%20Series%20Draft%20Technical%20Memorandum%20Package.pdf?dl=0>

PJG:CB:SS:jm