

MINUTES OF BOARD OF DIRECTORS MEETING
ADMINISTRATION AND FINANCE ISSUES COMMITTEE
ORANGE COUNTY WATER DISTRICT
December 9, 2021, @ 8:00 a.m.

Due to the continuing state of emergency declared by the Governor and pursuant to Government Code Section 54953(e), Director Ta called the Administration and Finance Issues Committee to order via Zoom webinar. The Secretary called the roll and reported a quorum as follows:

Committee Members

Tri Ta
Roger Yoh
Dina Nguyen (absent)
Kelly Rowe
Nelida Mendoza

OCWD staff

John Kennedy – Executive Director
Jeremy Jungreis – General Counsel
Randy Fick - CFO/Treasurer
Christina Fuller – Asst. District Secretary

Alternates

Bruce Whitaker
Harry Sidhu
Cathy Green
Denis Bilodeau
Steve Sheldon (absent)

CONSENT CALENDAR

Director Yoh requested that Item No. 7, *Media Monitoring Services*, be removed from the consent calendar for discussion. The remainder of the Consent Calendar was approved upon motion by Director Rowe seconded by Director Yoh and carried [5-0-] as follows:

Ayes: Ta, Yoh, Rowe, Mendoza, Whitaker

1. Minutes of Previous Meeting

The minutes of the Administration/Finance Issues Committee meeting held October 14, 2021 were approved as presented.

2. Monthly Cash Control Report

Recommended by Committee for approval at December 15 Board meeting: Receive and file Summary Cash and Cash Equivalents Control Reports dated October 31, 2021 and November 30, 2021.

3. Investment Portfolio Holdings Reports

Recommended by Committee for approval at December 15 Board meeting: Receive and File the Investment Portfolio Holdings Reports dated October 31, 2021.

4. Investment Portfolio Holdings Reports

Recommended by Committee for approval at December 15 Board meeting: Receive and File the Investment Portfolio Holdings Reports dated November 30, 2021.

5. Surplus of Laboratory Equipment, Office Furniture, Electronic/Computer Equipment and Utility Carts

Recommended by Committee for approval at December 15 Board meeting: Declare items on Surplus List as of November 30, 2021 surplus and authorize the sale and disposal thereof.

6. Award Chemical Contracts for Water Treatment Systems

Recommended by Committee for approval at December 15 Board meeting: 1) Authorize issuance of Agreements for purchase of water treatment chemicals as follows: A) Hydrogen Peroxide: USP Technologies @ \$435.89/ton, B) Citric Acid: Brenntag Specialties, Inc. @ \$3260/ton (quarterly price protection), C) Sodium Hypochlorite: Olin Corporation @ \$1.30/gal. (one year only), D) Sulfuric Acid: Univar Solutions USA @ \$198/ton (one year only), E) Caustic Soda (sodium hydroxide): Univar Solutions USA @ \$784/ton; and 2) Authorize an increase to the Water Production Department Fiscal Year 2021-2022 General Fund budget in the amount of \$1,680,145 to cover the cost of chemical price increases.

7. Media Monitoring Services

This item was removed from the Consent calendar and considered separately.

8. Request for Proposals for Audit Services

Recommended by Committee for approval at December 15 Board meeting: Authorize issuance of Request for Proposals for independent auditing services to include the District's fiscal audit, Single Audit (if required), Money Purchase Plan audit, 457 Plan audit and Ratio analysis.

9. Budget to Actual Report for First Quarter FY 2021–22

Recommended by Committee for approval at December 15 Board meeting: Receive and file the Budget to Actual Report for First Quarter of Fiscal Year 2021-22 ending September 30, 2021.

ITEM REMOVED FROM THE CONSENT CALENDAR

7. Media Monitoring Services

Director Yoh requested staff explain the request to change from the current vendor to the proposed Vendor Cision. Director of Public Affairs Gina Ayala stated that staff recommends entering into a two-year agreement with a new vendor, Cision, when the contract with the current vendor expires to obtain better pricing and expanded services. She advised that Cision has been in business for more than 150 years and is considered a leading global provider of media software and services.

Upon motion by Director Rowe, seconded by Director Yoh, and carried [5-0], the Committee recommended that the Board at its December 15 Board meeting: Authorize issuance of Agreement to Cision for an amount not to exceed \$44,000 for a two-year agreement at \$22,000 per year to provide print, broadcast, social and podcast media monitoring services as well as media outreach and distribution services.

Ayes: Ta, Yoh, Rowe, Mendoza, Whitaker

INFORMATIONAL ITEMS

10. Preparation of Fiscal Year 2022-23 Budget

CFO/Treasurer Randy Fick presented the Fiscal Year 2022-23 draft budget schedule and previewed budget issues for the upcoming budget process.

11. Employment Status Report

Executive Director John Kennedy advised that Human Resources staff is actively recruiting for open positions.

12. Monthly Cash Disbursements Report


There was no discussion of this item.

CHAIR DIRECTION AS TO WHICH ITEMS IF ANY TO BE AGENDIZED AS MATTERS FOR CONSIDERATION AT DECEMBER 15 BOARD MEETING

It was agreed to place all items on the Consent calendar for the December 15 Board meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:20 a.m.

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Iri Ia, Chair