

MINUTES OF BOARD OF DIRECTORS MEETING
ADMINISTRATION AND FINANCE ISSUES COMMITTEE
ORANGE COUNTY WATER DISTRICT
Thursday, February 9, 2023, @ 8:00 a.m.

Due to the continuing state of emergency declared by the Governor and pursuant to Government Code Section 54953(e), Director Yoh 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

Roger Yoh
Dina Nguyen
Valerie Amezcua
Natalie Meeks (arrived 8:05 a.m.)
Bruce Whitaker

OCWD staff

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

Alternates

Kelly Rowe
Denis Bilodeau
Steve Sheldon
Van Tran
Cathy Green

CONSENT CALENDAR

The Consent Calendar was approved upon motion by Director Amezcua, seconded by Director Yoh and carried [5-0-] as follows:

Ayes: Yoh, Nguyen, Amezcua, Whitaker, Rowe

1. Minutes of Previous Meeting

The minutes of the Administration/Finance Issues Committee meeting held January 12, were approved as presented.

2. Monthly Cash Control Report

Recommended by Committee for approval at February 15 Board meeting: Receive and file Summary Cash and Cash Equivalents Control Reports dated January 31, 2023.

3. Investment Portfolio Holdings Reports

Recommended by Committee for approval at February 15 Board meeting: Receive and File the Investment Portfolio Holdings Reports dated January 31, 2023.

4. Requested Rate Increase for Rutan & Tucker Legal Fees

Recommended by Committee for approval at February 15 Board meeting: Approve Amendment to Professional Services Agreement with Rutan & Tucker providing for adjusted hourly billing rates for legal counsel services commencing on March 1, 2023 as follows: 1) Routine Legal Matters \$322/hr.; and 2) Specific Legal Services \$360/hr.

5. Limited-Term Agreement for Environmental Specialist Field Biologist Alec Mang

Recommended by Committee for approval at February 15 Board meeting: Authorize issuance of Limited-Term Employment Contract to Alec Mang as an Environmental Specialist Field Biologist for a two-year term.

6. Authorize Amendment No. 1 to Bottomline Technologies for Accounts Payable Automation Software

Recommended by Committee for approval at February 15 Board meeting: Authorize issuance of Amendment No. 1 to Agreement No.1505 with Bottomline Technologies providing for an increase of \$15,400 for accounts payable software enhancements.

MATTERS FOR CONSIDERATION

7. Budget to Actual Report for the Second Quarter FY 2022–23

Accounting Manager Melissa Ochoa reported on the Budget to Actual Report for the second quarter year to-date fiscal year 2022–23. She stated that General Fund costs are \$863,000 lower than budget due to department expenses lower than planned in Public Affairs, Water Production, and Forebay Operations. She advised that Water Purchases are \$2.8 million more than budget since the District purchased approximately 16,800 acre-feet of MWD untreated full-service imported water in the second quarter of FY22-23. Ms. Ochoa reported that R&R costs were \$3.5 million more than planned in the first six months of the year.

Upon motion by Director Whitaker seconded by Director Meeks, and carried [5-0], the Committee recommended that the Board at its February 15 Board meeting: Receive and file the Budget to Actual Report for the Second Quarter of Fiscal Year 2022-23 ending December 31, 2022.

Ayes: Yoh, Nguyen, Amezcua, Meeks, Whitaker

8. Board & Committee Meeting Administration

Executive Director John Kennedy recalled that the Governor’s COVID-19 emergency declaration is due to expire on February 28, 2023. He stated that the District would return to administrating board and committee meetings solely in compliance with the Brown Act – and the Board, staff and public would once again attend meetings in person. He advised that staff recommends continuing to offer a virtual Zoom option for board and committee meetings for those times when an individual is unable to attend in person. He reported that staff has reviewed two potential options: 1) installing a camera on the back wall of the boardroom which would be accessible through Zoom; and 2) providing laptop computers for Board members during meetings. He stated that based on feedback received from the Board, staff is recommending the laptop option. Mr. Kennedy advised that laptops would be placed in front of each Director, with Zoom running for video only, as audio would be provided through the existing audio-visual system in the boardroom.

Upon motion by Director Amezcua, seconded by Director Nguyen, and carried [5-0], the Committee recommended that the Board at its February 15 Board meeting: 1) Continue to offer a virtual Zoom option for board and committee meetings; and 2) Authorize staff to purchase laptop computers and related equipment in the amount of \$16,000 for use by the Board of Directors when attending Board of Director meetings on District Premises.

Ayes: Nguyen, Amezcua, Meeks, Whitaker, Sheldon

INFORMATIONAL ITEM

8. Monthly Cash Disbursements Report


General Manager Mike Markus stated the information is contained in the packet.

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

It was agreed to place all items on the Consent Calendar for the February 15 Board meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:58 a.m.

DocuSigned by:

5C72F81C6516499...
Roger Yon, Chair

4/1/2023
