

MINUTES OF BOARD OF DIRECTORS MEETING
ADMINISTRATION AND FINANCE ISSUES COMMITTEE
ORANGE COUNTY WATER DISTRICT
Thursday, June 15, 2023, @ 12:00 p.m.

Director Yoh called the Administration and Finance Issues Committee meeting to order at 12:00 p.m. in Conference Room C-2 in Fountain Valley, CA. Public access was also provided via Zoom webinar. The Secretary called the roll and reported a quorum as follows:

Committee Members

Roger Yoh
Dina Nguyen (absent)
Valerie Amezcua (absent)
Natalie Meeks (absent)
Bruce Whitaker

OCWD staff

Joseph Larson – General Counsel
Randy Fick - CFO/Treasurer
Mike Markus – General Manager
Leticia Villarreal –Assistant District Secretary

Alternates

Kelly Rowe
Denis Bilodeau arrived at 12:05
Steve Sheldon (absent)
Van Tran (absent)
Cathy Green (absent)

CONSENT CALENDAR

The Consent Calendar was approved upon motion by Director Rowe, seconded by Director Whitaker and carried [3-0-] as follows:

Ayes: Yoh, Whitaker, Rowe

1. Minutes of Previous Meeting

The minutes of the Administration/Finance Issues Committee meeting held May 11, 2023 were approved as presented.

2. Monthly Cash Control Report

Recommended by Committee for approval at June 21 Board meeting: Receive and file Summary Cash, and Cash Equivalents Control Reports dated May 31, 2023.

3. Investment Portfolio Holdings Reports

Recommended by Committee for approval at June 21 Board meeting: Receive and File the Investment Portfolio Holdings Reports dated May 31, 2023.

4. Agreement to Lillestrand Leadership Consulting for Staff Leadership Development

Recommended by Committee for approval at June 21 Board meeting: Approve and authorize execution of Agreement to Lillestrand Leadership Consulting for an amount not to exceed \$40,000 for staff leadership development.

5. Agreement for Purchase of 684 PVDF Microfiltration Membrane Modules for Cell E03

Recommended by Committee for approval at June 21 Board meeting: Authorize purchase of 684 polyvinylidene fluoride microfiltration membrane modules from Memcor/Dupont Water Solutions for an amount not to exceed \$670,000.

6. Ultraviolet Light (UV) Equipment Supply

Recommended by Committee for approval at June 21 Board meeting: Authorize issuance of Purchase Order to Trojan Technologies Group ULC for the purchase of 2,160 UV lamps in the amount of \$447,600 including freight.

7. Pension Plan Audit Reports for OCWD 401(a) Money Purchase Retirement Plan and 457(b) Deferred Compensation Plan

Recommended by Committee for approval at June 21 Board meeting: 1) Receive and file the 401(a) Money Purchase Plan Audit Report prepared by CliftonLarsonAllen LLP for the period ending December 31, 2022; and 2) Receive and file the 457(b) Deferred Compensation Plan Audit Report prepared by CliftonLarsonAllen LLP for the period ending December 31, 2022.

MATTERS FOR CONSIDERATION

8. Klir Water Quality Software Pilot

Executive Director of Water Quality and Technical Resources Jason Dadakis presented an overview on the Klir Water Quality Software and how it can help the Water Quality department manage the increasing number of District monitoring programs. He stated the Water Quality department is responsible for planning, coordinating, and implementing all the District's water quality monitoring programs for regulatory compliance and testing for our Producers at their well sites. He noted that many of these programs are required for compliance with state and federal regulations. He reported that the increasing number of monitoring programs and their complexities are an ongoing challenge to the Water Quality Department. He reported that the Water Quality Department has researched potential software solutions over the past two years. He advised based on Staff's review of available software options, the Klir software package was identified as the best option available to meet the Water Quality Department's current needs.

Upon motion by Director Rowe, seconded by Director Whitaker, and carried [4-0], the Committee recommended that the Board at its June 21 Board meeting: Approve and Authorize execution of an Agreement to Klir for an amount not to exceed \$49,999 for a pilot study for software for the Water Quality department commencing on July 1, 2023 through June 30, 2024.

Ayes: Yoh, Whitaker, Rowe, Bilodeau

9. Pre-Audit Meeting with Auditors for Compliance with Auditing Standards Board – Standard No. 114

CFO/Treasurer Randy Fick advised that the Auditing Standard's Board (ASB) of the American Institute of Certified Public Accountants (AICPA) issued Statement on Auditing Standards No. 114 which is intended to provide a framework for more effective communication between the auditor and client in relation to the audit of financial statements. He stated that this auditing standard requires representative Board members to meet with the auditor prior to the start of the audit, and he requested that two to three Directors attend a separate pre-audit meeting with the auditors after the August Administration/Finance Issues Committee meeting. Directors Kelly Rowe and Roger Yoh volunteered for the position and will attend the pre-audit meeting.

Upon motion by Director Whitaker, seconded by Director Rowe, and carried [4-0], the Committee recommended that the Board at its June 21 Board meeting: Select two or three Directors to attend a pre-audit meeting with the auditors after the August 2023 Administration/Finance Issues Committee meeting.

Ayes: Yoh, Whitaker, Rowe, Bilodeau

INFORMATIONAL ITEM

10. Monthly Cash Disbursements Report

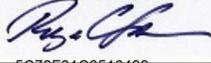
There was no discussion of this item.

CHAIR DIRECTION AS TO WHICH ITEMS, IF ANY TO BE AGENDIZED AS MATTERS FOR CONSIDERATION AT JUNE 21 BOARD MEETING

It was agreed to place all items on the Consent Calendar for the June 21 Board meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:34 p.m.

DocuSigned by:


5C72F61C8510499...

Roger Yoh, Director