

MINUTES OF BOARD OF DIRECTORS MEETING  
ADMINISTRATION AND FINANCE ISSUES COMMITTEE  
ORANGE COUNTY WATER DISTRICT  
September 10, 2020 @ 8:00 a.m.

Due to the Governor's Executive Order N-25-20, 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  
Kelly Rowe  
Denis Bilodeau

OCWD staff

Mike Markus – General Manager  
Jeremy Jungreis – General Counsel  
Randy Fick - CFO/Treasurer  
Christina Fuller – Assistant District Secretary

Alternates

Cathy Green  
Steve Sheldon  
Jordan Brandman  
Ahmad Zahra  
Vicente Sarmiento

**CONSENT CALENDAR**

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

**Ayes: Ta, Yoh, Nguyen, Rowe, Sarmiento**

1. Minutes of Previous Meeting

**The minutes of the Administration/Finance Issues Committee meeting held August 13, 2020 were approved as presented.**

2. Monthly Cash Control Report

**Recommended by Committee for approval at September 16 Board meeting: Receive and file Summary Cash and Cash Equivalents Control Reports dated August 31, 2020.**

3. Investment Portfolio Holdings Reports

**Recommended by Committee for approval at September 16 Board meeting: Receive and File the Investment Portfolio Holdings Reports dated August 31, 2020.**

4. Amendment No. 1 to Limited Term Agreement with Environmental Specialist Field Biologist Natalia Doshi

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**Recommended by Committee for approval at September 16 Board meeting: Approve Amendment No. 1 to the Limited Term Employment Contract with Natalia Doshi as Environmental Specialist Field Biologist to extend the contract for three years and increase the hourly compensation rate from \$32.64 to \$34.27 on November 18, 2020 and by 2% on November 18, 2021 and by 2% on November 18, 2022.**

5. Ultraviolet Light (UV) Equipment Supply

**Recommended by Committee for approval at September 16 Board meeting: Authorize issuance of Purchase Order to DC Frost Associates for the purchase of 1,080 UV lamps in the amount of \$209,500.**

6. Approach for Signatory Authority for Forms and Agreements Related to Research

**Recommended by Committee for approval at September 16 Board meeting: Approve amendment of Section 6.7 of the Policy, attached hereto as Exhibit "A," to (1) clarify that the General Manager (or his/her designee) may execute all agreements listed in Section 6.7 electronically; (2) authorize the General Manager or his/her designee to execute Research and Development (R&D) Department related forms and agreements via regular or electronic approaches, subject to approval as to form and content by OCWD General Counsel, including non-monetary agreements and monetary agreements up to \$50,000 in which expenses will be reimbursed from external grants, and other forms and agreements associated with R&D Department routine activities.**

7. Amendment to Legal Services Agreement with Meyers Fozi & Dwork LLP

**Recommended by Committee for approval at September 16 Board meeting: 1) Authorize the addition of \$40,000 to the Human Resources General Fund budget for personnel related legal costs; and 2) Authorize issuance of Amendment No. 1 to Legal Services Agreement with Meyers Fozi & Dwork LLP for an amount not to exceed \$50,000.**

**MATTERS FOR CONSIDERATION**

Directors Bilodeau, Green and Sheldon arrived during the following item.

8. Budget to Actual Report for Fourth Quarter FY 2019–20

Accounting Manager Melissa Ochoa reported on the Budget to Actual Report for the fourth quarter year to-date fiscal year 2019–20. She stated that General Fund operations expenditures are \$2.7 million under budget due to lower than planned expenses in Public Affairs, Risk & Safety, R&D and Natural Resources. She advised that Water Purchases are \$28 million less than budget due to reduced expenses to offset the loss of replenishment assessment revenue (due to PFAS). Ms. Ochoa reported that R&R costs for the year are \$8.3 million less than planned primarily due to schedule delays with the following projects: Talbert Barrier project, Anaheim Lake Valve project and Santiago Pump modification project. She reported that Debt service is under budget by \$3.4 million, primarily due to \$2.1 million in lower than planned variable interest rates on certificates of participation and commercial paper debt. She noted that the District refinanced the State Revolving Fund loan and other bonds at a lower interest rate, resulting in \$1.3 million in savings for the fiscal year.

**Upon motion by Director Nguyen seconded by Director Rowe and carried [5-0], the Committee recommended that the Board at its September 16 meeting: Receive and file the Budget to Actual Report for Fourth Quarter of Fiscal Year 2019-20 ending June 30, 2020.**

**Ayes - Ta, Yoh, Nguyen, Rowe, Bilodeau**

9. Amended Agreement and Lease with (MWDOC)

General Manager Mike Markus recalled that the Agreement and Lease executed in 1987 between OCWD and MWDOC established a Building Management Committee (BMC) of three OCWD Board members and two MWDOC Board members that used to routinely meet to coordinate operations. He stated that due to MWDOC's proposed building and parking lot improvements, staff recommends reconvening the BMC on a regular basis to provide review of proposed changes and improvements as well as establishing annual budgets and providing direction to staff and recommendations to each respective Boards of Directors.

**Upon motion by Director Nguyen seconded by Director Rowe and carried [5-0], the Committee recommended that the Board at its September 16 meeting: Have the Board President appoint three District Board members to the OCWD MWDOC Building Management Committee.**

**Ayes - Ta, Yoh, Nguyen, Rowe, Bilodeau**

**INFORMATIONAL ITEM**

10. Monthly Cash Disbursements Report

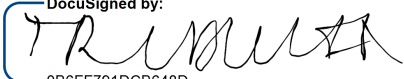
There was no discussion of this item.

**CHAIR DIRECTION AS TO WHICH ITEMS IF ANY TO BE AGENDIZED AS MATTERS FOR CONSIDERATION AT SEPTEMBER 16 BOARD MEETING**

It was agreed to agendize Item No. 9 as a Matter for Consideration at the September 16 Board meeting.

**ADJOURNMENT**

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

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Tri Ta, Chair