

MINUTES OF BOARD OF DIRECTORS MEETING
ADMINISTRATION AND FINANCE ISSUES COMMITTEE
ORANGE COUNTY WATER DISTRICT
Thursday, September 14, 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:

CONSENT CALENDAR

Committee Members

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

OCWD staff

Jeremy Jungreis – General Counsel
Randy Fick - CFO/Treasurer
John Kennedy – Executive Director
Leticia Villarreal – Assistant District Secretary
Melissa Ochoa – Controller
Jason Dadakis – Executive Director

Alternates

Kelly Rowe
Denis Bilodeau
Steve Sheldon (absent)
Van Tran
Cathy Green

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

Ayes: Yoh, Amezcua, Whitaker, Rowe, Bilodeau

1. Minutes of Previous Meeting

The minutes of the Administration/Finance Issues Committee meeting held August 10, 2023 were approved as presented.

2. Monthly Cash Control Report

Recommended by Committee for approval at September 20 Board meeting: Receive and file Summary Cash, and Cash Equivalents Control Reports dated August 31, 2023.

3. Investment Portfolio Holdings Reports

Recommended by Committee for approval at September 20 Board meeting: Receive and File the Investment Portfolio Holdings Reports dated August 31, 2023.

4. Request for Proposals (RFP) for Uniform Services

Recommended by Committee for approval at September 20 Board meeting: Authorize issuance of Request for Proposals for Uniform Services for the Fountain Valley, Anaheim, Research & Development and Lab Operations

5. Purchase Skid-Steer from Quinn Company

Recommended by Committee for approval at September 20 Board meeting: Authorize issuance of of Purchase Order to Quinn Company of Orange for \$165,210 to Purchase a New Skid-Steer and Retain TL-33 for Backup Use of Under 200 Hours Per Year

6. Purchase F-150 Truck from Villa Ford of Orange

Recommended by Committee for approval at September 20 Board meeting: Authorize issuance of Purchase Order to Villa Ford of Orange for \$47,710 to purchase an F-150 Truck, and place equipment on the surplus equipment list

7. AMENDMENT NO. 4 TO AGREEMENT WITH CORPORATE IMAGE MAINTENANCE FOR JANITORIAL SERVICES

Recommended by Committee for approval at September 20 Board meeting: Authorize issuance of Amendment No. 4 to Agreement No. 1095 to Corporate Image Maintenance for janitorial services for the Fountain Valley, Anaheim and Prado facility sites for an amount not to exceed \$156,482 for ten months of fiscal year 2023-24

8. Revised PARS Administrative and Trustee Fee Schedule

Recommended by Committee for approval at September 20 Board meeting: Authorize the Board President and General Manager to sign PARS documents to reduce both administrative services and trustee fees by approximately 25%

9. Surplus of Computer Equipment, Office Furniture, and Vehicles

Recommended by Committee for approval at September 20 Board meeting: Declare items on Surplus List as of September 1, 2023, surplus and authorize the sale and disposal thereof

10. Coalition For Environment Protection, Restoration, and Development (CEPRD), Regional Reliability & Sustainability Project 97-005, CECs and The Role of POTWs

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

11. Amendment to Legal Services Agreement with Liebert, Cassidy, Whitmore

Recommended by Committee for approval at September 20 Board meeting: Authorize issuance of Amendment No. 2 to Legal Services Agreement with Liebert, Cassidy, Whitmore for an amount not to exceed \$100,000

12. Agreement with Ceridian – Dayforce Professional Services Time and Materials Service

Recommended by Committee for approval at September 20 Board meeting: Approve and authorize execution of the Agreement with Ceridian Professional Services for time and materials for an amount not-to-exceed \$40,000

END OF CONSENT CALENDAR

MATTERS FOR CONSIDERATION

10. Coalition For Environment Protection, Restoration, and Development (CEPRD), Regional Reliability & Sustainability Project 97-005, CECs and The Role of POTWs

Director Kelly Rowe asked for more clarification on the item and what it was accomplishing. Executive Director Jason Dadakis replied that CEPRD has been successful in developing relationships with different agencies to develop and work through issues between DDW and the State board. This group helps works through the issues.

Upon motion by Director Rowe, seconded by Director Whitaker and carried [5-0], the Committee Recommended for approval at September 20 Board meeting: Authorize the General Manager to support the CEPRD Regional Reliability and Sustainability Project in the amount of \$25,000

Ayes: Yoh, Amezcua, Whitaker, Rowe, Bilodeau

13. Budget to Actual Fourth Quarter 2022-23

Controller Melissa Ochoa presented the Budget to Actual Report for the Fourth Quarter FY 2022-23. She stated that General Fund costs are \$3.1 million less than budget due to department expenses lower than planned in Board Administration, Water Production, Forebay Operations, and Hydrogeology. She reported that Debt Service is under budget by \$2.1 million, primarily due to lower than planned variable interest rates on its 2003A certificates-of-participation. She advised that Water Purchases are \$3.3 million less than the revised budget. She noted that the District purchased approximately 16,865 acre-feet of MWD untreated full-service imported water through the FY22-23 versus a revised budget of 25,000 acre-feet for FY22-23. Ms. Ochoa reported the replacement and refurbishment spending was \$3.2 million less than the revised budget due to the delay of 1) the replacement of RO PVC Pipe with stainless steel pipe in Area 520, 2) purchase of a replacement bulldozer TL-24 and 3) the repair of cable to the Santiago floating pump station.

Upon motion by Director Rowe, seconded by Director Whitaker, and carried [5-0], the Committee recommended that the Board at its September 20 Board meeting: Receive and file the Budget to Actual Report for the Fourth Quarter of Fiscal Year 2022-23 ending June 30, 2023

Ayes: Yoh, Amezcua, Whitaker, Rowe, Bilodeau

INFORMATIONAL ITEM

14. Certificate of Achievement for Excellence

Treasurer/CFO Randy Fick reported the Government Finance Officers Association (GFOA) awarded OCWD a Certificate of Achievement for Excellence in Financial Reporting to the District for its Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2022. He stated that this is the 15th year in a row that the District has received an award for its comprehensive annual financial report.

15. Monthly Cash Disbursements Report

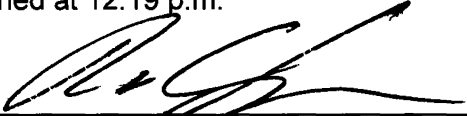
There was no discussion of this item.

CHAIR DIRECTION AS TO WHICH ITEMS, IF ANY TO BE AGENDIZED AS MATTERS FOR CONSIDERATION AT SEPTEMBER 20 BOARD MEETING

It was agreed to place all items on the Consent Calendar for the September 20 Board meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:19 p.m.



Roger Yoh, Chair