

MINUTES OF BOARD OF DIRECTORS MEETING  
ADMINISTRATION AND FINANCE ISSUES COMMITTEE  
ORANGE COUNTY WATER DISTRICT  
Thursday, August 15, 2024 @ 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 (arrived 12:08 p.m.)  
Valerie Amezcua  
Natalie Meeks (absent)  
Bruce Whitaker

Alternates

Erik Weigand  
Denis Bilodeau  
Steve Sheldon (absent)  
Van Tran  
Cathy Green (absent)

OCWD staff

Randy Fick – Treasurer/CFO  
John Kennedy – General Manager  
Melissa Ochoa – Controller  
Chris Olsen – Executive Director of Engineering  
Bruce Dosier – Director of IS/Property Management  
Jeremy Jungreis – General Counsel  
Leticia Villarreal – Assistant District Secretary

**CONSENT CALENDAR**

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

***Ayes: Yoh, Amezcua, Whitaker, Weigand, Bilodeau***

1. Minutes of Previous Meeting

**The minutes of the Administration/Finance Issues Committee meeting held July 11, 2024, were approved as presented.**

2. Monthly Cash Control Report

**Recommended by Committee for approval at August 21 Board meeting: Receive and file Summary Cash, and Cash Equivalents Control Report dated July 31, 2024.**

3. Investment Portfolio Holdings Reports

**Recommended by Committee for approval at August 21 Board meeting: Receive and File the Investment Portfolio Holdings Reports dated July 31, 2024.**

4. Award of Agreement to Nieves Landscape, Inc. for Landscape Maintenance Services at Warner Basin and Santiago Bike Trail

**Recommended by Committee for approval at August 21 Board meeting: Authorize issuance of an Agreement to Nieves Landscape, Inc. for a three (3) year term with an option to extend for an additional one (1) year with General Manager approval for a total amount not to exceed \$432,740 for landscape maintenance services at Warner Basin frontage and along the Santiago Basin bike trail.**

5. Ultraviolet Light (UV) Equipment Supply

**Recommended by Committee for approval at August 21 Board meeting: Authorize issuance of Purchase Order to Trojan Technologies Group ULC for the purchase of 1,080 UV lamps in the amount of \$265,259, including freight.**

6. Amendment No. 1 to Lillestrand Leadership Consulting for Additional Staff Leadership Development

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**Recommended by Committee for approval at August 21 Board meeting: Authorize Issuance of Amendment No.1 to Agreement No.1611 with Lillestrand Leadership Consulting for an amount not to exceed \$8,100.**

7. Water Emergency Response Organization of Orange County (WEROC) Funding Budget for 2024-25

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**Recommended by Committee for approval at August 21 Board meeting: Approve 2024-25 WEROC budget in the amount of \$601,615 and authorize payment of OCWD's share in the amount of \$150,404.**

**MATTERS FOR CONSIDERATION**

8. Actuarial Valuation of Retiree Medical Insurance Benefit Plan

CFO/Treasurer Randy Fick introduced Doug Pryor, a Senior Consulting Actuary with Foster and Foster. Mr. Pryor presented the June 30, 2023, actuarial valuation of the District's retiree medical insurance benefits plan. Mr. Pryor provided a brief summary of the benefits and then outlined the current valuation. He reported that the District's actuarial accrued liability (AAL) is \$27,757,000; and the market value of the trust assets is \$28,340,000. He reported that the overfunded actuarial accrued liability (UAAA) or net Other Post-Employment Benefits (OPEB) Asset is \$583,000, and the District's retiree medical benefit is 102% funded as of June 30, 2023. He noted that Actuarial valuations are used to derive OPEB liabilities every two years.

**Upon motion by Director Whitaker, seconded by Director Yoh, and carrier [5-0], the Committee recommended that the Board at its August 21 Board meeting: Receive and file the June 30, 2023 Orange County Water District Retiree Healthcare Plan Actuarial Valuation report.**

**Ayes: Yoh, Nguyen, Amezcua, Whitaker, Weigand**

9. Proposed Audiovisual Replacements to the Boardroom, C2 and C3 Conference Rooms

Director of IS/Property Manager Bruce Dosier provided an update on Phase 2 of the proposed audiovisual replacements for the Boardroom, and Conference Rooms C2 and C3. He advised that Phase 1 has been completed and staff is currently looking for direction on Phase 2. He outlined three alternatives provided by WAVs for the viewing screen 1) dvLED video wall (direct view LED; 2) a video wall like the current one; and 3) a projector and motorized screen. He stated WAVs recommended Alternative 1 as the best option for the District, based on staff and Board member requests for a seamless viewing design. He shared the dvLED would provide one bright screen and staff wouldn't have to worry about lighting or brightness. He stated that staff would return to the Committee to seek approval for Phase 3, which involves issuing the Request for Proposals (RFP).

**Upon motion by Director Weigand, seconded by Director Amezcua, and carrier [5-0], the Committee recommended that the Board at its August 21 Board meeting: Direct staff to develop a Request for Proposals (RFP) for an audiovisual contractor to replace the**

**audiovisual systems in the Boardroom, to include the direct view LED (dvLED) video wall option, and in the C2 and C3 conference rooms.**

**Ayes: Yoh, Nguyen, Amezcua, Whitaker, Weigand**

#### **INFORMATIONAL ITEMS**

10. Certificate of Achievement for Excellence in Financial Reporting

Mr. Fick reported that the District was awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officer Association (GFOA) for its Annual Comprehensive Financial Report (CAFR) for the fiscal year ended June 30, 2023. Mr. Fick noted that this marks the 16<sup>th</sup> year the District has received the award in a row.

11. Monthly Cash Disbursement Report

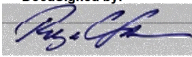
There was no discussion on this item.

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

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

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:43 p.m.

DocuSigned by:  


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Roger Yoh, Chair