

MINUTES OF BOARD OF DIRECTORS MEETING
ADMINISTRATION AND FINANCE ISSUES COMMITTEE
ORANGE COUNTY WATER DISTRICT
Thursday, September 12, 2024 @ 12:00 p.m.

Director Whitaker 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 Amezcuia (absent)
Natalie Meeks (absent)
Bruce Whitaker

Alternates

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

OCWD staff

Randy Fick – Treasurer/CFO
John Kennedy – General Manager
Melissa Ochoa – Controller
Chris Olsen – Executive Director of Engineering
Mehul Patel – Executive Director of Operations
Gina Ayala – Director of Public Affairs
Pat Versluis – Director of Water Quality
Lisa Haney – Executive Director of Planning
Ben Smith – Director of Recharge & Wetland Operations
Sheryl Parsons – Natural Resources Director
Ryan Bouley – Director of Engineering
Jeremy Jungreis – General Counsel
Leticia Villarreal – Assistant District Secretary

CONSENT CALENDAR

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

Ayes: Yoh, Whitaker, Weigand, Bilodeau, Sheldon

1. Minutes of Previous Meeting

The minutes of the Administration/Finance Issues Committee meeting held August 15, 2024, were approved as presented.

2. Monthly Cash Control Report

Recommended by Committee for approval at September 18 Board meeting: Receive and file Summary Cash, and Cash Equivalents Control Report dated August 31, 2024.

3. Investment Portfolio Holdings Reports

Recommended by Committee for approval at September 18 Board meeting: Receive and File the Investment Portfolio Holdings Reports dated August 31, 2024.

4. Purchase Reverse Osmosis Membrane Cleaning Chemicals from American Water Chemicals

Recommended by Committee for approval at September 18 Board meeting: Authorize issuance of Purchase Orders to purchase 36,400 pounds of AWC C-227 RO membrane cleaning chemical from American Water Chemicals, Inc. for \$135,777.

5. OCWD Weed Abatement and Trail Maintenance Service RFQ

Recommended by Committee for approval at September 18 Board meeting: Authorize issuance of Request for Qualifications (RFQ) for on-call weed abatement and trail maintenance services at Prado Basin and other District facilities.

6. NJBSoft Sams Water Quality Scheduling and Sampling Management Software Pilot

Recommended by Committee for approval at September 18 Board meeting: Approve and authorize execution of an Agreement with NJBSoft for an amount not to exceed \$65,000 for a pilot study of SAMS software for the Water Quality department commencing on September 30, 2024 through September 30, 2025.

7. Request for Proposals for Utility Bill Audit and Cost Reduction Services

Recommended by Committee for approval at September 18 Board meeting: Authorize issuance of Request for Proposals (RFP) for Utility Bill Audit and Cost Reduction Services for OCWD.

8. Authorize Purchase Order to Bender/CCP for Repair of Microfiltration Backwash Waste Pump B03

Recommended by Committee for approval at September 18 Board meeting: Authorize issuance of a purchase order to Bender/CCP in the amount of \$79,946 for repair of microfiltration backwash waste pump B03.

9. Authorize Purchase Order to DXP Enterprises for Repair of Microfiltration Backwash Waste Pump A02

Recommended by Committee for approval at September 18 Board meeting: Authorize issuance of a purchase order to DXP Enterprises, Inc. in the amount of \$88,989 for repair of microfiltration backwash waste pump A02.

10. Purchase Three Goulds Heavy Duty Slurry Pumps for GWRS Post Treatment System from Charles P. Crowley Company

Recommended by Committee for approval at September 18 Board meeting: Authorize a purchase order to Charles P. Crowley Company for three Goulds Model JC1J heavy duty slurry pumps for the GWRS post treatment system for an amount not to exceed \$119,440.

MATTERS FOR CONSIDERATION

11. Budget to Actual Report for the Fourth Quarter FY 2023-24

Controller Melissa Ochoa reported that total General Fund costs were \$7 million lower than budgeted due to lower than planned expenses in the Water Production, Forebay, IS, R&D and Hydrogeology departments for the fiscal year ending June 30, 2024. Replacement and Refurbishment expenses are \$6 million lower than planned, due to \$1.5 million for the replacement of PVC piping system in the RO Clean in Place System did not begin work this fiscal year. She stated that for the Fiscal Year ending June 30, 2024, the District received \$4.4 million more than planned Basin Equity Assessments due to various pumpers given a lower BEA to incentivize additional pumping. In addition, the District received \$3.5 million more than planned in property tax revenues and \$7.4 million in investment revenues as a result of the increase in short-term investment rates.

Upon motion by Director Bilodeau, seconded by Director Whitaker, and carrier [5-0], the Committee recommended that the Board at its September 18 Board meeting: Receive and file the Budget to Actual Report for the Fourth Quarter of Fiscal Year 2023-24 ending June 30, 2024

AYES: Yoh, Whitaker, Weigand, Bilodeau, Sheldon

12. Producers Well Construction Loan Program

Executive Director of Engineering and Water Resources Chris Olsen recalled that at the July Admin Finance Committee meeting, staff presented a possible Producer Well Construction Loan program with Board direction to proceed with Producer discussions. He shared Staff polled the Producers and several expressed interest in the program. He stated a District loan program would benefit Producers by being less expensive, and the cost would be spread over 30-years, and the loan would be quicker to obtain versus issuing debt or seeking grants. He presented that next steps would involve legal counsel developing an agreement that would contain the loan program terms and conditions.

Upon motion by Director Bilodeau, seconded by Director Whitaker, and carrier [5-0], the Committee recommended that the Board at its September 18 Board meeting: Authorize legal counsel to prepare and execute an Agreement for a Producer Well Construction Loan Program

AYES: Yoh, Whitaker, Weigand, Bilodeau, Sheldon

INFORMATIONAL ITEMS

13. Monthly Cash Disbursements Report

No discussion on this item

CHAIR DIRECTION AS TO WHICH ITEMS, IF ANY TO BE AGENDIZED AS MATTERS FOR CONSIDERATION AT SEPTEMBER 18 BOARD MEETING

It was agreed to place all items on the Consent Calendar for the September 18 Board meeting.

ADJOURNMENT

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

DocuSigned by:

Bruce Whitaker
Bruce Whitaker, Director