

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

Director Whitaker called the Administration and Finance Issues Committee meeting to order at 12:03 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 (arrived at 12:06 p.m.)  
Dina Nguyen  
Valerie Amezcua (absent)  
Natalie Meeks (absent)  
Bruce Whitaker

Alternates

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

OCWD staff

Randy Fick – Treasurer/CFO  
John Kennedy – General Manager  
Melissa Ochoa – Controller  
Chris Olsen – Executive Director of Engineering  
Stephanie Dosier – Director of Human Resources  
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 [3-0] as follows:

**Ayes: Nguyen, Whitaker, Sheldon**

1. Minutes of Previous Meeting

**The minutes of the Administration/Finance Issues Committee meeting held November 14, 2024, were approved as presented.**

2. Monthly Cash Control Report

**Recommended by Committee for approval at December 18 Board meeting: Receive and file Summary Cash, and Cash Equivalents Control Report dated November 30, 2024.**

3. Investment Portfolio Holdings Reports

**Recommended by Committee for approval at December 18 Board meeting: Receive and File the Investment Portfolio Holdings Reports dated November 30, 2024.**

4. Biennial Review of OCWD Conflict of Interest Code

**Recommended by Committee for approval at December 18 Board meeting: Adopt amended Conflict of Interest Code revised Exhibit A, and direct District Secretary to submit amendment to Orange County Clerk of the Board prior to December 31, 2024.**

5. Additional Funds for Refurbishment and Replacement Fund R24024: Recharge Operations Infrastructure

**Recommended by Committee for approval at December 18 Board meeting:**

- 1) **Authorize additional funds in the amount of \$140,000 for R&R account R24024 for refurbishment or replacement of field recharge operations infrastructure**

and equipment; and,

- 2) **Ratify Work Order No. 4 of Agreement No. 1450 and payment to Doty Bros. Construction Company for emergency repairs totaling \$114,127.**

6. Ultraviolet Light (UV) Equipment Supply

**Recommended by Committee for approval at December 18 Board meeting: Authorize issuance of Purchase Order to Trojan Technologies Group ULC for the purchase of 1,080 UV lamps in the amount of \$265,025, including freight.**

7. Surplus of Computer Equipment, Research & Development Obsolete Tools, Welding Machines, and Heavy-Duty Equipment

**Recommended by Committee for approval at December 18 Board meeting: Declare items on Surplus List as of December 1, 2024, surplus and authorize the sale and disposal thereof.**

8. 2025 OC Water Summit Location and Contract Approval

**Recommended by Committee for approval at December 18 Board meeting: Authorize staff to execute an agreement with the Westin South Coast Plaza to host the OC Water Summit on September 5, 2025 for a total amount not to exceed \$65,000.**

#### **INFORMATIONAL ITEMS**

9. Preparation of Fiscal Year 2025-26 Budget

CFO/Treasurer Randy Fick presented the Fiscal Year 2025-26 draft budget schedule and previewed budget issues for the upcoming budget process.

10. Monthly Cash Disbursements Report

There was no discussion on this item.

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

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

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:30 p.m.

DocuSigned by:  
  
Leticia Villarreal, Assistant District Secretary