

MINUTES OF BOARD OF DIRECTORS MEETING
ADMINISTRATION AND FINANCE ISSUES COMMITTEE
ORANGE COUNTY WATER DISTRICT
January 16, 2020 @ 8:00 a m.

Director Ta called the Administration and Finance Issues Committee to order in Conference Room C-2 in Fountain Valley, CA. The Assistant District Secretary called the roll and reported a quorum of the Committee as follows.

Committee Members

Tri Ta
Roger Yoh
Dina Nguyen (absent)
Kelly Rowe
Ahmad Zahra

OCWD staff

John Kennedy – Executive Director
Jeremy Jungreis – General Counsel
Randy Fick - CFO/Treasurer
Christina Fuller – Assistant District Secretary

Alternates

Cathy Green (absent)
Steve Sheldon
Jordan Brandman (absent)
Denis Bilodeau
Vicente Sarmiento

CONSENT CALENDAR

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

Yes - Ta, Yoh, Rowe, Zahra, Sheldon

1 Minutes of Previous Meeting

The minutes of the Administration/Finance Issues Committee meeting held December 12, 2019 were approved as presented.

2. Monthly Cash Control Report

Recommended by Committee for approval at January 22 Board meeting: Receive and file Summary Cash and Cash Equivalents Control Reports dated December 31, 2019.

3 Investment Portfolio Holdings Reports

Recommended by Committee for approval at January 22 Board meeting: Receive and File the Investment Portfolio Holdings Reports dated December 31, 2019.

4. Software Update License and Support Services for Oracle JD Edwards Financial System Software

Recommended by Committee for approval at January 22 Board meeting: Authorize issuance of a Purchase Order to Oracle America, Inc. for Oracle JD Edwards Software Update License and Support services in the amount of \$351,115 (\$70,223 annually) for a Period of 5 years commencing March 1, 2020 through February 28, 2025.

5 Authorize Payment to SAWPA for District's Contribution to Santa Ana River Watershed Weather Augmentation Feasibility Study

Recommended by Committee for approval at January 22 Board meeting: Authorize payment of \$15,000 for the District's cost-share of SAWPA's watershed weather augmentation feasibility study.

Directors Bilodeau and Sarmiento arrived during discussion of the following item.

MATTERS FOR CONSIDERATION

6. Basin Production Percentage and Replenishment Assessment Estimates for Fiscal Year 2020-21

Executive Director John Kennedy recalled that the District annually provides an estimate of the Basin Production Percentage (BPP) and the Replenishment Assessment (RA) for the following fiscal year to assist the Groundwater Producers in preparing their annual budgets. He advised that at this time, staff recommends that the projected BPP for FY 2020-21 be kept at 77%.

CFO/Treasurer Randy Fick reported that the District's department heads are beginning the preparation of their budgets which will be presented to the Board on March 4, 2020. He stated the RA is currently \$487/acre-foot and is expected to increase to somewhere around \$524 per acre-foot.

**Upon motion by Director Rowe seconded by Director Yoh and carried [5-0], the Committee recommended that the Board at its January 22 meeting: Provide the Fiscal Year 2020-21 Replenishment Assessment and Basin Production Percentage estimates to the Groundwater Producers along with any additional Board comments.
Yes - Ta, Yoh, Rowe, Zahra, Sheldon**

7. Termination of Agreement #1132 with Autoscribe Informatics for Laboratory Information Management System (LIMS) Implementation

Director of Information Services Bruce Dosier recalled that in January 2016, the Board authorized issuance of an Agreement to Autoscribe Informatics for the acquisition of the Matrix Gemini Laboratory Information Management System (LIMS) software and related implementation and maintenance services for the District's Philip L. Anthony Water Quality Laboratory. He reported that Autoscribe's progress on the Project is unsatisfactory and staff recommends termination of the Agreement with Autoscribe Informatics. He stated that Autoscribe has not achieved any of the other milestones agreed to in the Phased Implementation. He reported that Autoscribe has repeatedly demonstrated an inability to meet major project deliverable milestones and has failed to deliver a functional LIMS. He advised that a major issue has been getting Autoscribe to adequately configure Matrix Gemini, as required in the RFP, for effective testing by District laboratory staff. Mr. Dosier stated that Autoscribe has not devoted the resources necessary to understand the Laboratory's business practices, test methods, and quality control requirements, forcing Laboratory staff to configure the software and other tasks thereby limiting the staff time available for actual testing and validation. He reviewed the recommended next steps should the Board approve termination of the Agreement. He stated that IS and Laboratory staff would continue the ongoing use, customization and maintenance of the current Aspen LIMS and utilize the hardware purchased for the project. He reported that Laboratory staff are generally satisfied with the performance of and are very familiar with the Aspen LIMS and it is already currently integrated with the District's WRMS system.

Upon motion by Director Rowe seconded by Director Green and carried [5-0], the Committee recommended that the Board at its January 22 meeting: 1) Authorize and

**approve termination of Agreement #1132 to Autoscribe Informatics for an amount not to exceed \$621,494 for the acquisition of the Autoscribe Matrix Gemini Laboratory Information Management System software and related implementation services; and 2) Authorize staff to expense \$186,446 currently charged to capital project number C15001 LIMS Implementation due to termination of agreement with Autoscribe Informatics.
Yes - Ta, Yoh, Rowe, Zahra, Sheldon**

INFORMATIONAL ITEMS

8. Employment Status Report

There was no discussion of this item.

9. 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 JANUARY 22 BOARD MEETING

It was agreed to place items No. 2-7 on the Consent Calendar for the for the January 22 Board meeting agenda.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9.00 a.m



Tri Ta, Chair