



ADMINISTRATION COMMITTEE

Agenda Report

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File #: 2025-4307

Agenda Date: 5/28/2025

Agenda Item No: 19.

FROM: Robert Thompson, General Manager
Originator: Jennifer Cabral, Director of Communications

SUBJECT:

**ELECTRONIC RECORDING MEMORANDUM OF UNDERSTANDING COUNTY OF ORANGE
CLERK-RECORDER'S OFFICE**

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Approve the Memorandum of Understanding with the counties of Los Angeles, Orange, Riverside, and San Bernardino, for the use of the Statewide Electronic Courier Universal Recording Environment (SECURE) Government to Government (G2G) Portal for a term of five (5) years beginning June 15, 2025 through June 15, 2030; and
- B. Authorize the Clerk of the Board, or designee, to transmit/record any and all required Orange County Sanitation District real property documents in an electronic format with the County of Orange Clerk-Recorder's Office.

BACKGROUND

The County of Orange (OC) Clerk-Recorder's Office accepts electronically recorded documents in lieu of written paper documents. Orange County Sanitation District (OC San) and the OC Clerk-Recorder have determined that an electronic recordation system benefits both entities economically and operationally. Valuable staff hours are saved in the transportation of documents to and from the OC Clerk-Recorder's Office with long waiting periods for recordation.

OC San's Clerk of the Board has been utilizing the current SECURE G2G software for the past ten years, from a secure location in the Board Services Vault. The SECURE G2G System computer workstation is exclusively dedicated to electronic recording and may only be used to transmit documents to or receive messages/confirmations from the OC Clerk-Recorder's Office. The workstation cannot be used by OC San staff for any other function. The recording takes a few minutes, and an answer is received within minutes to hours of either its successful recordation or a notification of its failure and reason why.

There is no cost to OC San and the OC Clerk-Recorder's Office provides all associated training to the appropriate staff and maintains and updates the system free of charge. The minimal indirect costs of Board Services staff time maintaining the system and recording documents is a substantial savings in comparison to the existing indirect cost of other OC San staff's travel time (to/from County

offices), postage costs, locating, routing, and/or transferring documents to other departments.

RELEVANT STANDARDS

- Ensure the public's money is wisely spent
- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard
- Comply with State and County regulations

PROBLEM

The Current Memorandum of Understanding (MOU) will expire in June 2025.

PROPOSED SOLUTION

Approve the MOU which was prepared in accordance with AB 2143 (County recorder: electronic recording) chaptered September 2016, and the amended Department of Justice electronic recording regulations effective January 1, 2020.

RAMIFICATIONS OF NOT TAKING ACTION

Without approval, OC San will be unable to record real property documents electronically.

PRIOR COMMITTEE/BOARD ACTIONS

May 2020 - Approved the 2020 SECURE G2G Memorandum of Understanding with the counties of Los Angeles, Orange, Riverside, and San Bernardino, for the use of the SECURE Government to Government (G2G) Portal for a term of five (5) years; and authorized the Clerk of the Board, or designee, to transmit/record any and all required Orange County Sanitation District real property documents in an electronic format.

FINANCIAL CONSIDERATIONS

This request complies with the authority levels of OC San's Purchasing Ordinance. OC San is exempt from recording costs. Any unforeseen, additional costs will be absorbed within the existing OC San's operation budget if the need arises.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OCSD website (www.ocsd.com) with the complete agenda package:

- Memorandum of Understanding - SECURE G2G Portal