



## Orange County Sanitation District

### ADMINISTRATION COMMITTEE

Administration Building  
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### Agenda Report

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**File #:** 2020-1081

**Agenda Date:** 5/27/2020

**Agenda Item No:** 11.

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**FROM:** James D. Herberg, General Manager  
Originator: Kelly A. Lore, Clerk of the Board

**SUBJECT:**

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

**GENERAL MANAGER'S RECOMMENDATION**

**RECOMMENDATION:**

- A. Approve 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
- 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.

**BACKGROUND**

The County of Orange Clerk-Recorder's Office accepts electronically recorded documents in lieu of written paper documents. Orange County Sanitation District (Sanitation District) and the 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 County with long waiting periods for recordation.

The Sanitation District's Clerk of the Board has been using the current SECURE G2G software for the past five 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 receiving messages/confirmations from the Clerk-Recorder's Office. The workstation cannot be used by Sanitation District 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 the Sanitation District and the County 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 Sanitation District 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 October of 2020.

**PROPOSED SOLUTION**

Approve the new 2020 SECURE G2G MOU, recently approved by the Orange County Board of Supervisors. This new MOU 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, the Sanitation District will be unable to record real property documents electronically.

**PRIOR COMMITTEE/BOARD ACTIONS**

October 2015 - Approved the Electronic Recording Memorandum of Understanding (MOU) between the County of Orange and Orange County Sanitation District 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 her 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 the Sanitation District's Purchasing Ordinance. The Sanitation District is exempt from recording costs. Any unforeseen, additional costs will be absorbed within the existing Sanitation District's operation budget if the need arises.

**ATTACHMENT**

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

- Memorandum of Understanding - SECURE G2G Portal