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**CALL TO ORDER**

A regular meeting of the Administration Committee of the Orange County Sanitation District was called to order by Committee Chairwoman Christine Marick on Wednesday, July 12, 2023 at 5:01 p.m. in the Administration Building of the Orange County Sanitation District. Director Jordan Nefulda led the pledge of allegiance.

**ROLL CALL AND DECLARATION OF QUORUM:**

The Clerk of the Board declared a quorum present as follows:

- PRESENT:** Pat Burns, Rose Espinoza, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne, Chad Wanke and John Withers
- ABSENT:** Ryan Gallagher

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Michael Dorman, Director of Engineering; Laura Maravilla, Director of Human Resources; Riaz Moinuddin, Director of Operations and Maintenance; Wally Ritchie, Director of Finance; Lan Wiborg, Director of Environmental Services; Kelly Lore, Clerk of the Board; Mo Abiodun; Jennifer Cabral; Jackie Castro; Samuel Choi; Brian Engeln; Rhea de Guzman; Al Garcia; and Mark Kawamoto were present in the Board Room. Randa AbuShaban, Lazaro Eleuterio, Tina Knapp, Thomas Vu, and Mike Zedek were present telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel; Brent Graham, Alliant Employee Benefits; Anna Laliberte, Alliant Employee Benefits; and Ed Soong, Public Resource Advisory Group, were present in the Board Room.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Marick did not have a report.

General Manager Rob Thompson announced the birthday of Director of Finance Wally Ritchie.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2023-3077](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular meeting of the Administration Committee held June 14, 2023.

**AYES:** Pat Burns, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne and Chad Wanke

**NOES:** None

**ABSENT:** Rose Espinoza, Ryan Gallagher and John Withers

**ABSTENTIONS:** None

**2. EMISSION REDUCTION CREDITS BROKER CONTRACT AWARD RECOMMENDATION**

[2023-3035](#)

**Originator:** Lan Wiborg

MOVED, SECONDED, AND DULY CARRIED TO:

A. Approve a Professional Consultant Services Agreement with Air Quality Consultants (AQC) Environmental Brokerage Services, Inc. for Emission Reduction Credits Brokerage Services, Specification No. CS-2023-1379BD-R, to identify and secure buyers for the sale of Orange County Sanitation District's surplus inventory of Reactive Organic Gases Emission Reduction Credits at the best available value, and handle all market evaluation of Emission Reduction Credits, negotiations, and financial transactions with all appropriate parties; and

B. Approve an Agreement duration of one year from the Notice to Proceed effective date with four (4) one-year renewal options at a commission rate of 3.5%.

**AYES:** Pat Burns, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne and Chad Wanke

**NOES:** None

**ABSENT:** Rose Espinoza, Ryan Gallagher and John Withers

**ABSTENTIONS:** None

**3. RENEW VMWARE ENTERPRISE LICENSE AGREEMENT**

[2023-3068](#)

**Originator:** Wally Ritchie

MOVED, SECONDED, AND DULY CARRIED TO: Recommend to the Board of Directors to:

- A. Approve a Purchase Order to Nth Generation for the purchase of the VMWare Enterprise License Agreement (ELA) Subscription Upgrade and Renewal for a three (3) year term using the NASPO ValuePoint Master Agreement No. AR2472, California Contract # 7-17-70-40-05, for a total amount not to exceed \$574,585 plus applicable sales tax; and
- B. Approve a contingency in the amount of \$57,458 (10%).

**AYES:** Pat Burns, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne and Chad Wanke

**NOES:** None

**ABSENT:** Rose Espinoza, Ryan Gallagher and John Withers

**ABSTENTIONS:** None

**NON-CONSENT:**

**4. WASTEWATER REFUNDING REVENUE OBLIGATIONS, SERIES 2023A AND SERIES 2024A**

[2023-3034](#)

**Originator:** Wally Ritchie

Director of Finance Wally Ritchie provided a brief introduction to and explanation of the item.

MOVED, SECONDED, AND DULY CARRIED TO: Recommend to the Board of Directors to:

- A. Authorize the General Manager to issue new fixed rate Certificates of Participation, to be referred to as Wastewater Refunding Revenue Obligations, in an amount sufficient to refund up to \$39,180,000 of Wastewater Refunding Revenue Obligations, Series 2014A; and
- B. Authorize the General Manager to issue new fixed rate Certificates of Participation, to be referred to as Wastewater Refunding Revenue Obligations, in an amount sufficient to refund up to \$127,510,000 of Wastewater Refunding Revenue Obligations, Series 2015A.

**AYES:** Pat Burns, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne and Chad Wanke  
**NOES:** None  
**ABSENT:** Rose Espinoza, Ryan Gallagher and John Withers  
**ABSTENTIONS:** None

**5. 2024 BENEFITS INSURANCE RENEWAL**

[2023-3084](#)

**Originator:** Laura Maravilla

Director of Human Resources Laura Maravilla provided a brief introduction to and explanation of the item.

MOVED, SECONDED, AND DULY CARRIED TO: Recommend to the Board of Directors to:

Approve the Orange County Sanitation District 2024 Benefits Insurance Renewal for an overall not-to-exceed amount of \$15,189,392, as specified below:

- A. WORKTERRA (medical, dental, and vision plans; and Employee Assistance Program [EAP]) - Not to Exceed \$13,316,662;
- B. The Standard (basic life, short- and long-term disability) - Not to Exceed \$497,246;
- C. The Standard (EMT & Manager disability) - Not to Exceed \$30,000;
- D. BenefitWallet (Health Savings Accounts [HSA]) - Not to Exceed \$42,000;
- E. BPAS / Voya (Health Reimbursement Arrangement [HRA]) - Not to Exceed \$189,000;
- F. WORKTERRA (retiree-paid health premiums, recouped from retirees through monthly payments) - Not to Exceed \$1,114,484; and
- G. Approve a contingency in the amount of \$759,470 (5%).

**AYES:** Pat Burns, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne and Chad Wanke  
**NOES:** None  
**ABSENT:** Rose Espinoza, Ryan Gallagher and John Withers  
**ABSTENTIONS:** None

*Director John Withers arrived at the meeting at 5:09 p.m. and Director Rose Espinoza arrived at the meeting at 5:10 p.m.*

**INFORMATION ITEMS:**

**6. ORANGE COUNTY SANITATION DISTRICT ENVIRONMENTAL SERVICES: RESOURCE PROTECTION DIVISION [2023-3087](#)**

**Originator:** Lan Wiborg

Environmental Protection Manager Mark Kawamoto provided a PowerPoint presentation regarding the Resource Protection Division reuse initiatives, including an overview of the Environmental Services Department, the Division's mission, reuse initiatives, the source control program area, pretreatment authority and compliance, permitting and enforcement, the 2022 Pretreatment Honor Roll, self-monitoring reporting, OC San inspectors, and an overview of the Division's priorities.

ITEM RECEIVED AS AN:

Information Item.

**7. RISK REGISTER PRESENTATION [2023-3088](#)**

**Originator:** Wally Ritchie

Director of Finance Wally Ritchie provided a PowerPoint presentation regarding OC San's Risk Register.

ITEM RECEIVED AS AN:

Information Item.

**DEPARTMENT HEAD REPORTS:**

Director of Engineering Mike Dorman advised the Committee that an item pertaining to audio/visual functionality in the new Headquarters Building will be brought to the Steering and Board meetings this month as time did not permit the preparation of the item for tonight's meeting.

**CLOSED SESSION:**

None.

**OTHER BUSINESS AND COMMUNICATIONS OR SUPPLEMENTAL AGENDA ITEMS, IF ANY:**

None.

**BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

None.

**ADJOURNMENT:**

Chair Marick declared the meeting adjourned at 5:44 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, September 13, 2023 at 5:00 p.m.

Submitted by:

  
Kelly A. Lore, MMC  
Clerk of the Board