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**CALL TO ORDER**

A regular meeting of the Administration Committee was called to order by Committee Chair Chad Wanke on Wednesday, February 10, 2021 at 5:01 p.m. in the Administration Building of the Orange County Sanitation District. Clerk of the Board Kelly Lore led the Flag Salute.

The Clerk of the Board stated that the meeting was being held telephonically and via audio/video teleconferencing in accordance with the Governor's Executive Order No. N-29-20, due to the Coronavirus Pandemic (COVID-19).

**ROLL CALL AND DECLARATION OF QUORUM:**

Roll call was taken and a quorum was declared present, as follows:

**PRESENT:** Chad Wanke, Glenn Parker, Brad Avery, Art Brown, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers

**ABSENT:** Rose Espinoza

**STAFF PRESENT:** Kelly Lore, Clerk of the Board, and Mortimer Caparas were present in the Board Room. Jim Herberg, General Manager; Rob Thompson, Assistant General Manager; Lorenzo Tyner, Assistant General Manager; Celia Chandler, Director of Human Resources; Lan Wiborg, Director of Environmental Services; Jennifer Cabral; Tina Knapp; Wally Ritchie; and Thomas Vu were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel was present in the Board Room. Bill Dennehy, Chandler Asset Management was in attendance telephonically.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Wanke and General Manager Herberg did not provide a report.

Committee Vice-Chair Glenn Parker provided an update of today's Audit Ad Hoc Committee Meeting noting the processing of last year's audit topics and prioritization of this year's topics. The Committee will meet again in the near future with the auditor's report and their development/timeline for the three chosen topics for this year's audit: Construction Contract compliance; Sole source contracts/agreements; and General Manager's approval items.

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Assistant General Manager Lorenzo Tyner provided a brief update on the approximately \$4,000,000 in tracked COVID-19 related expenses and the requested reimbursements.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2020-1391](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held December 9, 2020.

**AYES:** Chad Wanke, Glenn Parker, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery, Art Brown, Rose Espinoza and Andrew Nguyen

**ABSTENTIONS:** None

**2. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST**

[2021-1456](#)

**Originator:** Lorenzo Tyner

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

A. Receive and file Orange County Sanitation District purchases made under the General Manager's authority for the period of October 1, 2020 to December 31, 2020; and

B. Approve the following additions to the pre-approved OEM Sole Source List for the period of October 1, 2020 to December 31, 2020:

- FONTAINE-AQUANOX - Replacement Parts, Equipment and Service
- GOOCH THERMAL SYSTEMS, INC - Spiral Heat Exchangers
- HIDROSTAL, LLC - Pumps and Replacement Parts
- RODNEY HUNT, INC. - Diversion Gates and Actuators
- SMARTCOVER SYSTEMS - Sewer Level Monitors

**AYES:** Chad Wanke, Glenn Parker, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery, Art Brown, Rose Espinoza and Andrew Nguyen

**ABSTENTIONS:** None

**3. MID-YEAR CONSOLIDATED FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2020** [2020-1326](#)

**Originator:** Lorenzo Tyner

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

Receive and file the Orange County Sanitation District Mid-Year Financial Report for the period ended December 31, 2020.

**AYES:** Chad Wanke, Glenn Parker, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery, Art Brown, Rose Espinoza and Andrew Nguyen

**ABSTENTIONS:** None

**4. BUSINESS ANALYSIS SERVICES FOR RESOURCE PROTECTION DIVISION** [2020-1366](#)

**Originator:** Lorenzo Tyner

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

A. Award a Professional Consultant Services Agreement to EEC Environmental, Inc. for Pretreatment Program Consulting Services, for the procurement of Business Analysis services to document Resource Protection division business processes, Specification No. CS-2020-1167BD, for a total amount not to exceed \$385,625; and

B. Approve a contingency in the amount of \$38,563 (10%).

**AYES:** Chad Wanke, Glenn Parker, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery, Art Brown, Rose Espinoza and Andrew Nguyen

**ABSTENTIONS:** None

**NON-CONSENT:**

**5. PURCHASE OF AN IMAGING FLOWCYTOBOT (IFCB)** [2021-1437](#)

**Originator:** Lan Wiborg

Director of Environmental Services Lan Wiborg provided a brief overview of the item.

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MOVED, SECONDED, AND DULY CARRIED TO:

Approve a sole source purchase order to McLane Research Laboratories, Inc. for an Imaging FlowCytobot for an amount not to exceed \$148,939 including estimated tax and shipping.

**AYES:** Chad Wanke, Glenn Parker, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery, Art Brown, Rose Espinoza and Andrew Nguyen

**ABSTENTIONS:** None

6. **CONSIDERATION OF BUDGET ASSUMPTIONS AND BUDGET CALENDAR FOR PREPARATION OF THE FISCAL YEAR 2021-22 BUDGET UPDATE** [2021-1447](#)

**Originator:** Lorenzo Tyner

Mr. Tyner introduced Controller Wally Ritchie who provided a PowerPoint presentation briefly explaining the budget assumptions and budget calendar for the year.

MOVED, SECONDED, AND DULY CARRIED TO:

Approve the FY 2021-22 budget assumptions and direct staff to incorporate these parameters in preparing the FY 2021-22 budget update.

**AYES:** Chad Wanke, Glenn Parker, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery, Art Brown, Rose Espinoza and Andrew Nguyen

**ABSTENTIONS:** None

*Directors Art Brown and Andrew Nguyen arrived at the meeting at 5:26 p.m.*

*Director Brad Avery arrived at the meeting at 5:28 p.m.*

**INFORMATION ITEMS:**

7. **INVESTMENT PERFORMANCE RESULTS** [2020-1327](#)

**Originator:** Lorenzo Tyner

Mr. Ritchie provided a PowerPoint presentation regarding OC San Reserves and Investments including the Seven Reserve Criteria, Investment Objectives, and Portfolios. Bill Dennehy, Chandler Asset Management, provided a PowerPoint

presentation which provided: Overview of the firm; economic update, and account profile.

ITEM RECEIVED AS AN:

Information Item.

**DEPARTMENT HEAD REPORTS:**

None.

**CLOSED SESSION:**

None.

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

None.

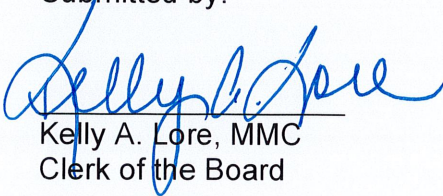
**BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

None.

**ADJOURNMENT:**

Chair Wanke declared the meeting adjourned at 5:44 p.m. to the Regular meeting to be held on Wednesday, March 10, 2021 at 5:00 p.m.

Submitted by:

  
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Kelly A. Lore, MMC  
Clerk of the Board