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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 Board Chairman Chad Wanke on Wednesday, December 14, 2022 at 5:00 p.m. in the Administration Building of the Orange County Sanitation District. Chair Wanke stated that the meeting was being held telephonically and via Internet accessibility. Chair Wanke led the flag salute.

## **ROLL CALL AND DECLARATION OF QUORUM:**

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

**PRESENT:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan, Dan Kalmick (Alternate) and Connor Traut (Alternate)

**ABSENT:** None

**STAFF PRESENT:** Kelly Lore, Clerk of the Board, and Mo Abiodun 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; Kathy Millea, Director of Engineering; Riaz Moinuddin, Director of Operations and Maintenance; Lan Wiborg, Director of Environmental Services; Angela Brandt; Jennifer Cabral; Tanya Chong; Daisy Covarrubias; Jessica Frazier; Tina Knapp; Tom Meregillano; Rob Michaels; Wally Ritchie; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel, was in attendance telephonically.

## **PUBLIC COMMENTS:**

None.

Clerk of the Board Kelly Lore announced that correspondence was received from the City of Brea regarding the appointment of Christine Marick as their representative to the OC San Board. Chair Wanke welcomed Director Marick to the Board.

## **REPORTS:**

Chair Wanke reminded the Committee that the Steering and Board meetings would be taking place Thursday, December 15 and stated that due to the large Board turnover, if a Director was unable to attend to please notify the Clerk and their Alternate Director. He also

announced the OC San Administrative Office closures of December 23 and 26, and January 2 due to the holidays.

General Manager Jim Herberg did not provide a report.

*Alternate Director Traut appeared to be away for the Consent Calendar vote.*

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2022-2645](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held November 9, 2022.

**AYES:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan and Dan Kalmick (Alternate)

**NOES:** None

**ABSENT:** Connor Traut (Alternate)

**ABSTENTIONS:** None

**2. INVEST AND/OR REINVEST ORANGE COUNTY SANITATION DISTRICT'S FUNDS AND ADOPT INVESTMENT POLICY STATEMENT**

[2022-2389](#)

**Originator:** Lorenzo Tyner

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

Adopt Resolution No. OC SAN 22-36, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Authorizing the Orange County Sanitation District's Treasurer to Invest and/or Reinvest the Orange County Sanitation District's Funds, Adopting the Orange County Sanitation District's Investment Policy Statement and Performance Benchmarks, and Repealing Resolution No. OC SAN 21-22".

**AYES:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan and Dan Kalmick (Alternate)

**NOES:** None

**ABSENT:** Connor Traut (Alternate)

**ABSTENTIONS:** None

**3. MOVE MANAGEMENT CONSULTING SERVICES**

**[2022-2585](#)**

**Originator:** Kathy Millea

MOVED, SECONDED, AND DULY CARRIED TO:

- A. Approve a Professional Consultant Services Agreement to CBRE, Inc. to provide Move Management Consulting Services, Specification No. CS-2022-1336, for a total amount not to exceed \$108,390; and
- B. Approve a contingency of \$10,839 (10%).

**AYES:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan and Dan Kalmick (Alternate)

**NOES:** None

**ABSENT:** Connor Traut (Alternate)

**ABSTENTIONS:** None

**4. MANAGED COPY CENTER SERVICES CHANGE ORDER**

**[2022-2651](#)**

**Originator:** Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO:

- A. Approve a Change Order to add \$25,000 to Purchase Order 107521-OB for ARC Document Solutions to provide copy center services in accordance with the scope of work and terms and conditions of Specification No. S-2020-1177BD, for a new total amount not to exceed \$115,000 for the current contract year (January 1, 2022-December 31, 2022); and
- B. Approve three optional one-year renewals for a total amount not to exceed \$115,000 per year.

**AYES:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan and Dan Kalmick (Alternate)

**NOES:** None

**ABSENT:** Connor Traut (Alternate)

**ABSTENTIONS:** None

**5. CONTRACTING AQUATIC BIOASSAY & CONSULTING  
LABORATORIES, INC. FOR TAXONOMIC SERVICES**

[2022-2655](#)

**Originator:** Lan Wiborg

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

A. Approve a General Services Contract to Aquatic Bioassay & Consulting Laboratories, Inc. to provide services for sample processing and taxonomic identification of ocean bottom-dwelling animals as required by Orange County Sanitation District's NPDES ocean discharge permit, Specification No. S-2022-1366BD, for a total amount not to exceed \$200,000 for the period beginning March 1, 2023, through February 29, 2024, with four (4) one-year renewal options; and

B. Approve an annual contingency of \$20,000 (10%).

**AYES:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan and Dan Kalmick (Alternate)

**NOES:** None

**ABSENT:** Connor Traut (Alternate)

**ABSTENTIONS:** None

**NON-CONSENT:**

**6. INTERNET FIREWALL UPGRADE**

[2022-2648](#)

**Originator:** Lorenzo Tyner

Information Technology Manager Rob Michaels provided a verbal report on the item.

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

- A. Receive and file bid tabulation for Fortigate Firewall Upgrade, Specification No. E-2022-1363BD;
- B. Receive and file first Notice of Intent to Award dated October 13, 2022;
- C. Receive and file protest letter received from NH&A, LLC dated October 13, 2022 concerning the award to Xpert Solutions, Inc.;
- D. Receive and file second Notice of Intent to Award dated October 14, 2022;
- E. Receive and file second protest letter received from Xpert Solutions, Inc. dated October 18, 2022 concerning the award to NH&A, LLC;
- F. Receive and file Orange County Sanitation District's Protest Response Letter dated October 31, 2022;
- G. Approve a Purchase Order Contract to NH&A, LLC for the purchase of Fortigate Firewall Upgrade, Specification No. E-2022-1363BD, for a total amount not to exceed \$226,698 plus applicable sales tax;
- H. Approve four (4) optional one-year renewals for maintenance and support for an annual amount not to exceed \$80,458 plus applicable sales tax; and
- I. Approve a contingency of \$22,670 (10%) for the purchase upgrades and subsequent renewals.

**AYES:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan, Dan Kalmick (Alternate) and Connor Traut (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**7. NEW HEADQUARTERS AND INDUSTRIAL CONTROL SYSTEM  
NETWORK EQUIPMENT**

**[2022-2637](#)**

**Originator:** Lorenzo Tyner

Mr. Michaels provided a brief update on the item.

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

A. Approve a Purchase Order to ePlus Technology, Inc. for the purchase of information technology hardware (New Headquarters & Industrial Control System Network Equipment), Specification No. E-2022-1360BD, for a total amount not to exceed \$428,865, plus applicable sales tax and shipping; and

B. Approve a contingency in the amount of \$42,886 (10%).

**AYES:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan, Dan Kalmick (Alternate) and Connor Traut (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

8. **ORANGE COUNTY SANITATION DISTRICT WASTEWATER  
REVENUE PROGRAM RATE STUDY**

[2022-2411](#)

**Originator:** Lorenzo Tyner

Assistant General Manager Lorenzo Tyner provided a PowerPoint presentation which provided a summary of OC San's Rate Program including the preparation and analysis of the Rate Study.

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

Receive and file the Orange County Sanitation District's 2022 Wastewater Rates, Fees, and Charges Study completed by HDR Engineering, Inc.

**AYES:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan, Dan Kalmick (Alternate) and Connor Traut (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

9. **PROPOSITION 218 NOTIFICATIONS**

[2022-2412](#)

**Originator:** Lorenzo Tyner

Mr. Tyner provided a brief explanation of the process for the Proposition 218 notifications.

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

- A. Direct staff to prepare and mail Proposition 218 compliant notifications to affected property owners outlining a five-year regional sewer service fee schedule with annual increases of approximately 3.5 percent for fiscal years 2023-24 through 2027-28; and
- B. Authorize the General Manager to select a service provider for preparing, printing, and mailing the Proposition 218 compliant notifications and execute a Purchase Order for an amount not to exceed \$370,000.

**AYES:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan, Dan Kalmick (Alternate) and Connor Traut (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**10. DENALI WATER SOLUTIONS, LLC BIOSOLIDS HAULING SERVICES [2022-2657](#)  
- SPECIFICATION NO. S-2020-1208BD - CONTINGENCY INCREASE**

**Originator:** Lan Wiborg

Director of Environmental Services Lan Wiborg provided a brief PowerPoint presentation regarding the requested contingency increase.

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

Approve an additional 10% unit price per ton contingency (for a total of 20% unit price per ton contingency) for Denali Water Solutions, LLC Biosolids Hauling Services Specification No. S-2020-1208BD contract renewal to collect and haul Orange County Sanitation District's biosolids to the Inland Empire Regional Composting Facility and alternative sites for the period between January 1, 2023 through December 31, 2023.

**AYES:** Brad Avery, Rose Espinoza, Ryan Gallagher, Patrick Harper, Christine Marick, Jordan Nefulda, David Shawver, Andrew Nguyen, Chad Wanke, John Withers, Farrah Khan, Dan Kalmick (Alternate) and Connor Traut (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

None.

**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 5:39 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, February 8, 2023 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board