



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, February 8, 2023 at 5:00 p.m. Chair Marick stated the meeting was being held telephonically and via internet accessibility and led the flag salute.

ROLL CALL AND DECLARATION OF QUORUM:

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

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

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; Andrew Brown; Jennifer Cabral; Tanya Chong; Tina Knapp; Rob Michaels; Wally Ritchie; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

OTHERS PRESENT: Brad Hogin, General Counsel; Bill Dennehy, Chandler Asset Management; and Director Bruce Whitaker were in attendance telephonically.

PUBLIC COMMENTS:

None.

At the request of staff, Clerk of the Board Kelly Lore requested that Item No. 4 be heard after Item No. 9.

REPORTS:

Chair Marick reminded the Directors of the Special Board of Directors meetings on Wednesday, February 15th at 3:00 p.m. and Thursday, February 16th at 3:00 p.m. for purposes of Orientation which includes all Directors and Alternate Directors.

Chair Marick also stated that next month the Administration Committee meeting will be held at a Special time at 3:00 p.m. for an in-person tour of Plant No. 1 and will continue with the regular meeting at 5:00 p.m.

General Manager Jim Herberg did not provide a report.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2023-2777](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held December 14, 2022.

AYES: Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Rose Espinoza, Jordan Nefulda and Susan Sonne

ABSTENTIONS: Farrah Khan and Robbie Pitts

**2. MID-YEAR FINANCIAL REPORT FOR THE PERIOD ENDED
DECEMBER 31, 2022**

[2023-2715](#)

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, 2022.

AYES: Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Rose Espinoza, Jordan Nefulda and Susan Sonne

ABSTENTIONS: Farrah Khan and Robbie Pitts

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

[2023-2769](#)

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, 2022 to December 31, 2022; and
- B. Approve the following additions to the pre-approved OEM Sole Source List:
 - AMETEK SPECTRO SCIENTIFIC - FluidScan Lubricant Condition Monitor Equipment, Parts, Accessories, and Repairs

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

Director Rose Espinoza arrived at the meeting at 5:06 p.m.

NON-CONSENT:

Item No. 4 was pulled from the Consent calendar and heard after Item No. 9.

5. PROPOSED ORDINANCE ADOPTING REGIONAL SEWER SERVICE CHARGES [2023-2735](#)

Originator: Lorenzo Tyner

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

- A. Motion to read Ordinance No. OC SAN-XX by title only and waive reading of said entire Ordinance;
- B. Introduce Ordinance No. OC SAN-XX entitled, “An Ordinance of the Board of Directors of Orange County Sanitation District Adopting Regional Sewer Service Charges and Repealing Ordinance No. OCSD-49”; and
- C. Set March 22, 2023 as the date of the Public Hearing to hear protests and for the second reading of the Ordinance No. OC SAN-XX.

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

6. **PROPOSED ORDINANCE ADOPTING CAPITAL FACILITIES CAPACITY CHARGES** [2023-2734](#)

Originator: Lorenzo Tyner

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

- A. Motion to read Ordinance No. OC SAN-XX by title only and waive reading of said entire Ordinance;
- B. Introduce Ordinance No. OC SAN-XX entitled, "An Ordinance of the Board of the Orange County Sanitation District Adopting Capital Facilities Capacity Charges, and Repealing Ordinance No. OCSD-57"; and
- C. Set March 22, 2023 as the date of the Public Hearing to hear protests and for the second reading of Ordinance No. OC SAN-XX.

AYES: Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Jordan Nefulda and Susan Sonne

ABSTENTIONS: None

7. **PROPOSED ORDINANCE ADOPTING MISCELLANEOUS CHARGES AND FEES RELATING TO INDUSTRIAL DISCHARGERS, SOURCE CONTROL PERMITTEES AND WASTEHAULERS** [2023-2733](#)

Originator: Lorenzo Tyner

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

- A. Motion to read Ordinance No. OC SAN-XX by title only and waive reading of said entire Ordinance on February 22, 2023;
- B. Introduce Ordinance No. OC SAN-XX entitled, "An Ordinance of the Board of Directors of Orange County Sanitation District Adopting Miscellaneous Charges and Fees Relating to Industrial Dischargers, Source Control Permittees and Waste haulers and Repealing Ordinance No. OCSD-51; and
- C. Set March 22, 2023 as the date of the Public Hearing to hear protests and for the second reading of Ordinance No. OC SAN-XX.

AYES: Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke and John Withers

NOES: None
ABSENT: Jordan Nefulda and Susan Sonne
ABSTENTIONS: None

Director Jordan Nefulda arrived at the meeting at approximately 5:17 p.m.

8. CONSIDERATION OF BUDGET ASSUMPTIONS AND BUDGET CALENDAR FOR PREPARATION OF THE FY 2023-24 BUDGET UPDATE [2023-2776](#)

Originator: Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO:

Approve the FY 2023-24 budget assumptions and direct staff to incorporate these parameters in preparing the FY 2023-24 budget update.

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

INFORMATION ITEMS:

9. OC SAN RESERVES AND INVESTMENTS [2023-2782](#)

Originator: Lorenzo Tyner

Controller Wally Ritchie provided a brief PowerPoint presentation regarding OC San Reserves and Investments which included a review of the seven reserve criteria, long and short-term portfolios, and the short-term asset allocation portfolio.

ITEM RECEIVED AS AN:

Information Item.

4. INVESTMENT PERFORMANCE RESULTS [2023-2716](#)

Originator: Lorenzo Tyner

Bill Dennehy provided a PowerPoint which included an overview of Chandler Asset Management, economic update, account profile, investment performance, portfolio characteristics, sector and duration distribution.

ITEM RECEIVED AS AN:

Information Item.

10. HEADQUARTERS COMPLEX AT PLANT NO. 1, PROJECT NO.
P1-128A - QUARTERLY UPDATE

[2023-2783](#)

Originator: Kathy Millea

Director of Engineering Kathy Millea provided a PowerPoint presentation regarding the Headquarters Complex at Plant No. 1 project which included an overview of the project site plan, main entrance, lobby entrance, board room, and the building layout. The presentation also included progress photos, project updates, upcoming activities, the project status, and a tutorial on accessing the live feed camera.

ITEM RECEIVED AS AN:

Information Item.

DEPARTMENT HEAD REPORTS:

None.

CLOSED SESSION:

None.

BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:

None.

ADJOURNMENT:

Chair Marick declared the meeting adjourned at 6:04 p.m. to the Special Meeting of the Administration Committee to be held on Wednesday, March 8, 2023 at 3:00 p.m

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board