



CALL TO ORDER

A regular meeting of the Administration Committee of the Orange County Sanitation District was called to order by Committee Chair Glenn Parker on Wednesday, May 11, 2022 at 5:00 p.m. in the Administration Building of the Orange County Sanitation District. Chair Parker stated that the meeting was being held telephonically and via Internet accessibility in accordance with new provisions in California Government Code Section 54953 and Resolution No. OC SAN 22-13, due to the continued State of Emergency Order. Chair Parker announced the teleconference meeting guidelines and led the flag salute.

ROLL CALL AND DECLARATION OF QUORUM:

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

- PRESENT:** Glenn Parker, Anthony Kuo, Brad Avery, Ron Bates, Art Brown, Kim Carr, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke 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; Kathy Millea, Director of Engineering; Riaz Moinuddin, Director of Operations and Maintenance; Jennifer Cabral; Raul Cuellar; Mike Dorman; Brian Engeln; John Frattali; April Frost; Tina Knapp; Laura Maravilla; Rob Michaels; Jeff Mohr; Adam Nazaroff; Wally Ritchie; Thomas Vu; Eros Yong; and Ruth Zintzun were in attendance telephonically.

OTHERS PRESENT: Brad Hogin, General Counsel, and Robert Lowe, Alliant Insurance Services, were in attendance telephonically.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Parker and General Manager Jim Herberg did not provide reports.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2022-2292](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held April 13, 2022.

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Kim Carr, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

NOES: None

ABSENT: Ron Bates, Rose Espinoza and Chad Wanke

ABSTENTIONS: None

2. CONSOLIDATED FINANCIAL REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2022

[2021-2013](#)

Originator: Lorenzo Tyner

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

Receive and file the Orange County Sanitation District Third Quarter Financial Report for the period ended March 31, 2022.

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Kim Carr, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

NOES: None

ABSENT: Ron Bates, Rose Espinoza and Chad Wanke

ABSTENTIONS: None

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

[2022-2297](#)

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 January 1, 2022 to March 31, 2022; and
- B. Approve the following additions to the pre-approved OEM Sole Source List for the period of January 1, 2022 to March 31, 2022:
- CARRIER CORPORATION - Carrier Corporation HVAC Products
 - COOPER BESSEMER - LSVB Engine Training
 - GATES FIBERGLASS INSTALLERS - On-site/Field Fiberglass Tank & Ducting Repairs
 - TPC Training - TPC Online Training and Certification Program
 - TRIMBLE WATER - Trimble Unity Software License

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Kim Carr, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

NOES: None

ABSENT: Ron Bates, Rose Espinoza and Chad Wanke

ABSTENTIONS: None

4. **IBM TIVOLI MAXIMO AND WEBSHERE (ENTERPRISEONE)
ANNUAL SUBSCRIPTION AND SUPPORT, SPECIFICATION NO.
S-2019-1045BD**

[2022-2271](#)

Originator: Lorenzo Tyner

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

- A. Approve a contingency increase of \$10,472 (6.03%) to the IBM Tivoli Maximo and Websphere (EnterpriseOne) Annual Subscription and support contract with Dataskill, Specification No. S-2019-1045BD, for the period July 1, 2022 through June 30, 2023, for a new total contingency amount not to exceed \$36,538 (21.03%); and
- B. Approve an annual contingency of \$34,754 (20%) for one remaining renewal period.

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Kim Carr, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

NOES: None

ABSENT: Ron Bates, Rose Espinoza and Chad Wanke

ABSTENTIONS: None

5. PURCHASE OF SCBA AND SUPPLIED AIR SYSTEMS

[2022-2258](#)

Originator: Celia Chandler

MOVED, SECONDED, AND DULY CARRIED TO:

A. Approve a Sole Source Purchase Order with Mallory Safety and Supply LLC for the purchase of self-contained breathing apparatus (SCBA) and supplied air systems, using the OMNIA Partners, Public Sector Cooperative Contract No.159498, for a total amount not to exceed \$169,000; and

B. Approve a contingency of \$5,070 (3%).

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Kim Carr, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

NOES: None

ABSENT: Ron Bates, Rose Espinoza and Chad Wanke

ABSTENTIONS: None

NON-CONSENT:

None.

Director Ron Bates arrived at the meeting at 5:09 p.m. and Board Vice-Chair Chad Wanke arrived at the meeting at 5:12 p.m.

INFORMATION ITEMS:

6. INSURANCE RENEWAL MARKET OVERVIEW

[2022-2289](#)

Originator: Lorenzo Tyner

Controller Wally Ritchie introduced Robert Lowe, Alliant Insurance Services, who provided a presentation regarding the state of the public entity insurance market and OC San renewal expectations which included key highlights and industry metrics; the impact of natural catastrophes, wildfires, and earthquakes; the new normal in the insurance landscape, workforce, and society; risk manager's concerns; cyber facts including minimum privacy and security standards; aging infrastructure; liability, property, and cyber renewal outlook and workers compensation outlook; an overview of OC San's insurance program; and the 2022 renewal expectations.

ITEM RECEIVED AS AN:

Information Item.

7. **CAPITAL IMPROVEMENT PROGRAM (CIP) PROPOSED BUDGET FOR FY 2022-23 & 2023-24** [2022-2303](#)

Originator: Kathy Millea

Engineering Manager Eros Yong provided a presentation regarding the Capital Improvement Program (CIP) proposed budget for FY2022-23 and 23-24 which included the FY2021-22 CIP activities, performance, and 10-year net CIP outlay; the total CIP budget authority; new projects; the top budget increases and decreases; the projected FY2022-23 net CIP outlay; the 20-year net CIP outlay; proposed staff positions in construction management; increased operating expenses with inflation; and expense and projected rates overview.

ITEM RECEIVED AS AN:

Information Item.

8. **OPERATIONS & MAINTENANCE: WASTEWATER 101 PART 2: TREATMENT AND RECYCLING** [2022-2304](#)

Originator: Riaz Moinuddin

Plant No. 1 Chief Plant Operator April Frost provided a presentation regarding OC San's wastewater treatment which included an overview of the water reclamation process; the metering and diversion structure; the preliminary, primary, and secondary treatment processes; the effectiveness of water treatment; the solids recovery process; the dewatering operation process; information regarding truckloading and central generation engines; a review of the evolution of ocean discharge; agency partnerships; environmental compliance and reporting governance; and a review of the FY2020-21 operating costs.

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 Parker declared the meeting adjourned at 6:52 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, June 8, 2022 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board