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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, May 13, 2020 at 5:03 p.m. in the Administration Building of the Orange County Sanitation District. Chair Wanke 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). Chair Wanke led the Flag Salute.

The Clerk of the Board announced the teleconference meeting guidelines and stated that votes will be taken by roll call.

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

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

**PRESENT:** Chad Wanke, Richard Murphy, James Ferryman, Cecilia Iglesias, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Christina Shea, David Shawver and John Withers

**ABSENT:** None

**STAFF PRESENT:** Jim Herberg, General Manager; Kelly Lore, Clerk of the Board; Al Garcia and Josh Martinez were present in the Boardroom; Rob Thompson, Assistant General Manager; Lorenzo Tyner, Assistant General Manager; Celia Chandler, Director of Human Resources; Kathy Millea, Director of Engineering; Lan Wiborg, Director of Environmental Services; Jennifer Cabral; Don Cutler; Jacob Dalgoff; John Frattali; Tina Knapp; Tom Meregillano; Wally Ritchie; and Eros Yong were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel was present in the Board Room.

## **PUBLIC COMMENTS:**

None.

## **REPORTS:**

Chair Wanke did not provide a report.

General Manager Jim Herberg provided a brief COVID-19 update stating that all services are being maintained with no issues, with approximately half the employees telecommuting and the remaining half working onsite.

Mr. Herberg also announced that the OCSD Administrative Offices will be closed on May 25th in observance of the Memorial Day holiday.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES [2020-969](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee Meeting held March 11, 2020.

**AYES:** Chad Wanke, Richard Murphy, James Ferryman, Cecilia Iglesias, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Christina Shea, David Shawver and John Withers

**NOES:** None

**ABSENT:** Erik Peterson

**ABSTENTIONS:** None

**2. COSTA MESA SANITARY DISTRICT ALTERNATE DISTRICT ENGINEER LENDING AGREEMENT [2020-1016](#)**

**Originator:** Kathy Millea

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

Approve an employee lending agreement between the Orange County Sanitation District and the Costa Mesa Sanitary District so the Orange County Sanitation District can provide Alternate District Engineer services, effective May 25, 2020 through May 24, 2021, with one 12-month extension as approved by the General Manager.

**AYES:** Chad Wanke, Richard Murphy, James Ferryman, Cecilia Iglesias, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Christina Shea, David Shawver and John Withers

**NOES:** None

**ABSENT:** Erik Peterson

**ABSTENTIONS:** None

**3. ELECTRONIC RECORDING MEMORANDUM OF UNDERSTANDING COUNTY OF ORANGE CLERK-RECORDER'S OFFICE [2020-1043](#)**

**Originator:** Kelly Lore

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

- A. Approve the 2020 SECURE G2G Memorandum of Understanding with the counties of Los Angeles, Orange, Riverside, and San Bernardino, for the use of the SECURE Government to Government (G2G) Portal for a term of five (5) years; and
- B. Authorize the Clerk of the Board, or designee, to transmit/record any and all required Orange County Sanitation District real property documents in an electronic format.

**AYES:** Chad Wanke, Richard Murphy, James Ferryman, Cecilia Iglesias, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Christina Shea, David Shawver and John Withers

**NOES:** None

**ABSENT:** Erik Peterson

**ABSTENTIONS:** None

**4. CONSOLIDATED FINANCIAL REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2020** [2020-974](#)

**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, 2020.

**AYES:** Chad Wanke, Richard Murphy, James Ferryman, Cecilia Iglesias, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Christina Shea, David Shawver and John Withers

**NOES:** None

**ABSENT:** Erik Peterson

**ABSTENTIONS:** None

**5. APPROVE A CONTINGENCY INCREASE TO EXISTING SERVICE CONTRACT FOR HAZARDOUS WASTE DISPOSAL SERVICES** [2020-1052](#)

**Originator:** Celia Chandler

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

Approve a contingency increase of \$35,000 (in addition to the original contingency of \$19,200 for a total contingency of \$54,200, in addition to the original contract amount of \$192,000) to the Service Contract with Clean Harbors Environmental Services, Inc., Specification No. S-2017-841, for hazardous waste services, for the remainder of the contract term ending June 30, 2020.

**AYES:** Chad Wanke, Richard Murphy, James Ferryman, Cecilia Iglesias, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Christina Shea, David Shawver and John Withers

**NOES:** None

**ABSENT:** Erik Peterson

**ABSTENTIONS:** None

**6. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST** [2020-1051](#)

**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, 2020 to March 31, 2020; and
- B. Approve the following additions to the pre-approved OEM Sole Source List for the period of January 1, 2020 to March 31, 2020:
- EATON - Batteries and Replacement Services
  - BR FROST COMPANY - Jaw Clutch Assemblies
  - CLA-VAL - Valves, Repairs, Maintenance, and Start-up Services
  - FRANKLIN MILLER - Taskmaster Grinders
  - FLOWSERVE (incl. WORTHINGTON, INGERSOLL-DRESSER, DURCO, PLEUGER, BYRON JACKSON, AND PACIFIC) - Pumps and Parts
  - GROTH - Flame Arrestors and Parts
  - IOPREDICT - Test Validation for Lead Instrumentation, Instrumentation Technicians I & II
  - OCECO - Flame Arrestors and Parts
  - PCB PIEZOTRONICS - Vibration Sensors, Switches, and Instrumentation for Vibration Analysis
  - PENN PROCESS COMPRESSORS (PPC/PENN) - Pistons and Parts
  - PUTZMEISTER - Equipment, Parts, Maintenance, Repairs, and Training
  - VAUGHAN - Pump Maintenance and Repairs

**AYES:** Chad Wanke, Richard Murphy, James Ferryman, Cecilia Iglesias, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Christina Shea, David Shawver and John Withers

**NOES:** None

**ABSENT:** Erik Peterson

**ABSTENTIONS:** None

**NON-CONSENT:**

None.

**INFORMATION ITEMS:**

*Director Peterson arrived at the meeting at 5:24 p.m.*

**7. SEISMIC EVALUATION OF STRUCTURES AT PLANT NOS. 1 AND 2, PROJECT NO. PS15-06** [2020-1060](#)

**Originator:** Kathy Millea

Director of Engineering Kathy Millea provided a PowerPoint presentation for this item that addressed resiliency at OCSD, the history of OCSD seismic evaluations, seismic risks and hazards, mitigation measures, and recommendations for long-term risk reduction.

ITEM RECEIVED AS AN:

Information Item.

**8. CAPITAL IMPROVEMENT PROGRAM PROPOSED BUDGET FOR FY2020-21** [2020-1059](#)

**Originator:** Kathy Millea

Ms Millea provided a PowerPoint presentation on this item that reviewed the FY 2019-2020 Capital Improvement Program and performance; completed planning studies; design and construction accomplishments; information as to the timing of when budget information, including CIP, is presented to the Board; CIP net 10-year and 20-year outlay; total CIP budget authority; new projects; top budget increases and decreases; project cancellations/closures; and projected FY 2020-2021 net CIP outlays by project phase.

ITEM RECEIVED AS AN:

Information Item.

**9. INTERIM FOOD WASTE RECEIVING FACILITY, PROJECT NO. P2-124, AND PRICING POLICY DISCUSSION** [2020-1058](#)

**Originator:** Lorenzo Tyner and Kathy Millea

Mr. Herberg provided a Power Point presentation that reviewed the objectives and history of the project, location, facility highlights, facility process and layout, project budget and schedule, the policy discussion had regarding tipping fee in 2019, tipping fee basis, an overview of cost recovery, comparable agencies, summary tipping fee for

preprocessed food waste for co-digestion, service area and solid waste haulers and potential food waste slurry providers, tipping fee deal points, next steps, and the outcome of tipping fee analysis.

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:**

Chair Wanke stated that he will be meeting with the General Manager and Assistant General Manager Tyner to talk about PARS. He also asked that the General Manager look into an alternative to the current method of Committee and Board Meeting teleconferencing.

**ADJOURNMENT:**

Chair Wanke declared the meeting adjourned at 6:15 p.m. to the Regular meeting to be held on Wednesday, June 10, 2020 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board