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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 Committee Chair Glenn Parker on Wednesday, February 9, 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 22-02, 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, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

**ABSENT:** Brad Avery

**STAFF PRESENT:** Kelly Lore, Clerk of the Board, and Joshua Martinez 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; Lan Wiborg, Director of Environmental Services; Mo Abiodun; Jennifer Cabral; Sam Choi; Tina Knapp; Laura Maravilla; John Preston; Wally Ritchie; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel; Audrey Donovan and Roger Alfaro, Eide Bailey; Bill Dennehy, Chandler Asset Management; and Dennis Mulqueeny, Alliant, were in attendance telephonically.

## **PUBLIC COMMENTS:**

None.

At the request of staff, Chair Parker announced that Item No. 9 would be heard directly after Item No. 7.

## **REPORTS:**

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

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES [2022-2097](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held December 8, 2021.

**AYES:** Glenn Parker, Anthony Kuo, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Chad Wanke

**ABSTENTIONS:** None

**2. MID-YEAR CONSOLIDATED FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2021 [2021-1950](#)**

**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 Consolidated Financial Report for the period ended December 31, 2021.

**AYES:** Glenn Parker, Anthony Kuo, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Chad Wanke

**ABSTENTIONS:** None

**3. DESIGNATION OF APPLICANT'S AGENT FOR DISASTER RELIEF [2021-2021](#)**

**Originator:** Kelly Lore

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

Adopt Resolution No. OC SAN 22-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District authorizing the General Manager or either Assistant General Manager to Execute State Office of Emergency Services and/or Federal Emergency Management Agency Documents and Relevant Permit Applications for Present and Future Disaster Relief Applications; and Repealing Resolution No. OCSD 19-01".

**AYES:** Glenn Parker, Anthony Kuo, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Chad Wanke

**ABSTENTIONS:** None

**4. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST** [2022-2114](#)

**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, 2021 to December 31, 2021; and
- B. Approve the following additions to the pre-approved OEM Sole Source List for the period of October 1, 2021 to December 31, 2021:
  - ACOEM - Vibralign Fixture Laser Alignment Training
  - BEAMEX - Beamex Instrumentation Test Equipment Hardware and Software Training
  - HAYWORD-GORDON - Hayward-Gordon Pumps, Mixers, and Parts
  - INTERTECH - Modicon PLC Hardware, Software, and Network Training
  - MIDWAY MFG. & MACHINE COMPANY - Rechargeable Carbon Canisters
  - WSG & SOLUTIONS, INC. - Grit Classifier Repair Parts

**AYES:** Glenn Parker, Anthony Kuo, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Chad Wanke

**ABSTENTIONS:** None

5. **UNIFORM AND JANITORIAL ARTICLES RENTAL SERVICE**

[2022-2115](#)

**Originator:** Rob Thompson

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

- A. Approve a service contract to Cintas Corporation to provide Uniform and Janitorial Articles Rental Service, Specification No. S-2021-1277BD, for a total amount not to exceed \$839,512 for the period beginning April 1, 2022, through March 31, 2025, with one (1) three-year renewal period option; and
- B. Approve a three-year contingency of \$83,951 (10%).

**AYES:** Glenn Parker, Anthony Kuo, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Chad Wanke

**ABSTENTIONS:** None

6. **AMENDMENT TO OCSD PERSONNEL POLICIES AND PROCEDURES**

[2022-2120](#)

**Originator:** Celia Chandler

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

Adopt Resolution No. OC SAN 22-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District amending the Board of Directors Personnel Policies and Procedures Manual providing for classification, compensation, and other terms, conditions, policies, and procedures governing employment of District employees to include the addition of Policy No. 6.6, Diversity, Equity, and Inclusion; and Amending Resolution No. OCSD 18-18".

**AYES:** Glenn Parker, Anthony Kuo, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Chad Wanke

**ABSTENTIONS:** None

**NON-CONSENT:**

7. **INTERNAL AUDIT UPDATE**

[2022-2102](#)

**Originator:** Lorenzo Tyner

Audrey Donovan, Eide Bailey, provided a brief overview of the audit process and details of the recent audit completed.

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

Receive and file the Orange County Sanitation District Contracts Procurement Process Internal Audit Report dated January 4, 2022.

**AYES:** Glenn Parker, Anthony Kuo, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Chad Wanke

**ABSTENTIONS:** None

*Board Vice-Chair Chad Wanke arrived at the meeting at approximately 5:12 p.m.*

**9. INVESTMENT PERFORMANCE RESULTS**

[2022-2101](#)

**Originator:** Lorenzo Tyner

Controller Wally Ritchie provided a presentation regarding OC San reserves & investments which included the seven reserve criteria, investment objectives, portfolios (long-term and short-term), and asset allocation.

Bill Dennehy, Chandler Asset Management, provided a presentation regarding OC San's investments which included an overview of the firm, economic update, and account profile.

ITEM RECEIVED AS AN:

Information Item.

**8. CONSIDERATION OF BUDGET ASSUMPTIONS AND BUDGET CALENDAR FOR PREPARATION OF THE FISCAL YEAR 2022-23 and FY 2023-24 BUDGET**

[2022-2093](#)

**Originator:** Lorenzo Tyner

Mr. Ritchie provided a presentation regarding the budget development assumptions including economics, revenue, and reserves; operations; staffing; the Capital Improvement Program, and debt financing. A budget summary and key meeting dates were provided.

MOVED, SECONDED, AND DULY CARRIED TO:

Approve the FY 2022-23 and FY 2023-24 budget assumptions and direct staff to incorporate these parameters in preparing the FY 2022-23 and FY 2023-24 budget.

- AYES:** Glenn Parker, Anthony Kuo, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers
- NOES:** None
- ABSENT:** Brad Avery
- ABSTENTIONS:** None

**INFORMATION ITEMS:**

**10. RISK MANAGEMENT AND INSURANCE UPDATE [2022-2095](#)**

**Originator:** Lorenzo Tyner

John Preston, OC San Contractor, provided a presentation regarding risk management and an insurance update which included: claim data, insurance program coverage and retentions, topics of interest, future considerations, and a calendar of events leading up to the renewal period in July.

ITEM RECEIVED AS AN:

Information Item.

**11. COVID-19 SEWAGE SURVEILLANCE PROJECT UPDATE [2022-2117](#)**

**Originator:** Lan Wiborg

Lab and Ocean Monitoring Manager Samuel Choi provided a PowerPoint presentation regarding OC San's COVID-19 Sewage Surveillance Efforts which included a description of sewage surveillance (WBE), how it is used during COVID-19, the unknowns of the early days, OC San efforts, California and National efforts, future efforts, statewide recognition received, and acknowledgments.

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 Parker requested a future presentation from OCERS.

**ADJOURNMENT:**

Chair Parker declared the meeting adjourned at 6:09 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, March 9, 2022 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board