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**SPECIAL MEETING - EARLY START TIME (TOUR)**

**CALL TO ORDER**

A special meeting of the Administration Committee of the Orange County Sanitation District was called to order by Committee Chairwoman Christine Marick on Wednesday, March 8, 2023 at 3:01 p.m. in the Administration Building of the Orange County Sanitation District.

**RECESS - TOUR OF PLANT NO. 1**

Chair Marick recessed the meeting at 3:02 p.m. to proceed to the tour of Plant No. 1.

**RECONVENE**

Chair Marick reconvened the meeting of the Administration Committee at 5:01 p.m.

**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, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne, Chad Wanke, John Withers and Emily Hibard (Alternate)  
**ABSENT:** Farrah Khan

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Celia Chandler, Director of Human Resources; Riaz Moinuddin, Director of Operations and Maintenance; Lan Wiborg, Director of Environmental Services; Laura Maravilla, Human Resources Manager; Mike Dorman, Engineering Manager; Kelly Lore, Clerk of the Board; Jennifer Cabral; Jackie Castro; Brian Engeln; Derek Harp; Laura Maravilla; Rob Michaels; Wally Ritchie; Thomas Vu; and Ruth Zintzun were present in the Board Room.

**OTHERS PRESENT:** Brad Hogin, General Counsel; and Alternate Directors Gracey Van Der Mark and Jordan Wu were present in the Board Room.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Marick reported that the Directors had each been provided an OC San name badge and an emergency contact list; and described the contents of the provided blue books including

the Board roster, Committee list, emergency procedures, payroll calendar, and a map of the service area.

General Manager Rob Thompson provided an alternate exit route from the Plant due to the construction at the front entrance.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES [2023-2831](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular meeting of the Administration Committee held February 8, 2023.

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Farrah Khan

**ABSTENTIONS:** None

**2. UPDATE TO RECORDS MANAGEMENT PROGRAM PROCEDURES AND RECORDS RETENTION SCHEDULE RESOLUTION [2022-2381](#)**

**Originator:** Kelly Lore

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

Adopt Resolution No. OC SAN 23-08, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Adopting the Records Management Program Procedures and Records Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OC SAN 22-10".

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Farrah Khan

**ABSTENTIONS:** None

**NON-CONSENT:**

**3. BIOLOGICAL OXYGEN DEMAND (BOD) ANALYZER AND ESTIMATOR SYSTEM [2023-2829](#)**

**Originator:** Lan Wiborg

Director of Environmental Services provided a brief description of the necessary items requested.

MOVED, SECONDED, AND DULY CARRIED TO:

Approve a sole source justification and issue a purchase order to MANTECH for a Biological Oxygen Demand (BOD) Pro AM405 Analyzer and 10-minute BOD Estimator System in an amount not to exceed \$100,000 including the BOD system, installation and training, sales tax, and freight.

**4. UPDATES TO ORANGE COUNTY SANITATION DISTRICT PERSONNEL POLICIES AND PROCEDURES [2023-2830](#)**

**Originator:** Celia Chandler

Human Resources & Risk Manager Laura Maravilla provided a brief introduction to the policies and procedures and provided additional information regarding the changes to policies regarding the probationary period of employees.

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

Adopt Resolution No. OC SAN 23-09, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District adopting a Board of Directors Personnel Policies and Procedures Manual providing for Classification, Compensation, and Other Terms, Conditions, Policies, and Procedures Governing Employment of Orange County Sanitation District Employees; and Repealing Resolution No. OCSD 18-18 and Resolution No. OC SAN 22-07 and all other Amendments Affecting These Policies".

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Farrah Khan

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

5. **FY 2023-24 ORANGE COUNTY SANITATION DISTRICT BUDGET UPDATE REVENUES AND RESERVES OVERVIEW** [2023-2810](#)

**Originator:** Lorenzo Tyner

Controller Wally Ritchie provided a PowerPoint presentation regarding the FY2023-24 Budget Update on Revenues and Reserves which included an overview of the four major revenue categories, the top ten industrial users, debt proceeds, the reserve policy, and the reserve criteria.

ITEM RECEIVED AS AN:

Information Item.

6. **OC SAN - PROCUREMENT PROCESS, BIDS VS. RFPS, SOLE SOURCE CONTRACTS VS. COMPETITIVE CONTRACTS** [2023-2846](#)

**Originator:** Lorenzo Tyner

Purchasing and Contracts Manager Ruth Zintzun provided a PowerPoint presentation regarding the Purchasing, Contracts, and Materials Management Department which included the mission statement; the team; and an overview of materials management, contracts, purchasing, rules and regulations, purchasing approval thresholds, procurement methods, exemptions, the procurement process, the threshold matrix, master contracts, and developments.

ITEM RECEIVED AS AN:

Information Item.

7. **OC SAN - OPERATIONS & MAINTENANCE WASTEWATER 101 PART 1: TREATMENT AND RECYCLING** [2023-2845](#)

**Originator:** Riaz Moinuddin

ITEM NOT HEARD.

Information Item.

**DEPARTMENT HEAD REPORTS:**

None.

**CLOSED SESSION:**

None.

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**OTHER BUSINESS AND COMMUNICATIONS OR SUPPLEMENTAL AGENDA ITEMS, IF ANY:**

None.

**BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

None.

**ADJOURNMENT:**

Chair Marick declared the Special meeting adjourned at 5:44 p.m. until the Special meeting of the Administration Committee to be held on Wednesday, April 12, 2023 at 3:00 p.m. at Plant No. 2.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board