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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 Chairman Glenn Parker on Wednesday, July 14, 2021 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 audio/video teleconferencing in accordance with the Governor's Executive Order No. N-29-20, due to the Coronavirus Pandemic (COVID-19). Chair Parker led the flag salute.

**ROLL CALL AND DECLARATION OF QUORUM:**

A quorum was declared present, as follows:

- PRESENT:** Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers
- ABSENT:** Brad Avery

**STAFF MEMBERS PRESENT:** Clerk of the Board Kelly Lore and Mortimer Caparas were present in the Board Room. General Manager Jim Herberg, Assistant General Manager Lorenzo Tyner, Assistant General Manager Rob Thompson, Director of Engineering Kathy Millea, Director of Environmental Services Lan Wiborg, Director of Human Resources Celia Chandler, Jennifer Cabral, Sam Choi, Tina Knapp, Laura Maravilla, Joshua Martinez, Robert Michaels, Wally Ritchie, Thomas Vu, and Ruth Zintzun participated telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel; Audrey Donovan, Roger Alfaro, and David Rowan, Eide Bailley; and Anna Laliberte and Brent Graham, Alliant, participated telephonically.

**PUBLIC COMMENTS:**

None.

Chair Parker announced that Item No. 6 would be heard prior to Item No. 5.

**REPORTS:**

Chair Parker and General Manager Jim Herberg did not provide a report.

Assistant General Manager Lorenzo Tyner announced that earlier this week OC San successfully sold \$134 million of Wastewater Refunding Revenue Obligations. He stated that by refunding existing debt into fixed rate, we anticipated a net present value savings of \$7

million, but due to the attractiveness of the bonds, our savings were closer to \$7.5 million. Mr. Tyner stated that the favorable rate was due in great part to OC San's strong financial condition demonstrated by our AAA bond rating by Fitch, Moody's, and Standard and Poor's.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2021-1724](#)

**Originator:** Kelly Lore

MOVED, SECONDED AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held June 9, 2021.

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

**NOES:** None

**ABSENT:** Brad Avery

**ABSTENTIONS:** None

**2. ENVIRONMENTAL REGULATORY REPORTS**

[2021-1557](#)

**Originator:** Lan Wiborg

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

Receive and file environmental regulatory reports: Biosolids Management Compliance Report 2020, Annual Pretreatment Program Report Fiscal Year 2019-2020, Semi-Annual Pretreatment Program Report Fiscal Year 2020-2021 (July-December), Annual Greenhouse Gas Emissions Report 2020, Annual Emission Report 2020, Marine Monitoring Annual Report 2019/2020, and Biennial Wastewater Discharge Requirements Sewer System Management Plan Audit Report 2021.

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

**NOES:** None

**ABSENT:** Brad Avery

**ABSTENTIONS:** None

**NON-CONSENT:**

**3. JANITORIAL & FLOOR MAINTENANCE SERVICE CONTRACT FOR PLANT NOS. 1 AND 2** [2021-1744](#)

**Originator:** Rob Thompson

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

Award a Sole Source Service Contract to Gamboa Services, Inc. DBA Corporate Image Maintenance to provide janitorial and floor maintenance service at Plant Nos. 1 and 2 for the period August 1, 2021 through January 31, 2022, for an amount not to exceed \$397,900.

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

**NOES:** None

**ABSENT:** Brad Avery

**ABSTENTIONS:** None

*Board Vice-Chair Wanke departed the meeting at approximately 5:24 p.m.*

**4. 2022 BENEFITS INSURANCE RENEWAL** [2021-1740](#)

**Originator:** Celia Chandler

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

Approve the Orange County Sanitation District 2022 Benefits Insurance Renewal for the amount of \$12,322,235 for active employees and \$518,340 for retiree-paid health premiums, for an overall not-to-exceed amount of \$12,840,575, as specified below:

- A. WORKTERRA (medical, dental, and vision plans; and Employee Assistance Program [EAP]) - Not to Exceed \$11,745,607;
- B. The Standard (basic life, short- and long-term disability) - Not to Exceed \$514,178;
- C. The Standard (EMT & Manager disability) - Not to Exceed \$30,000;
- D. BenefitWallet (Health Savings Accounts [HSA]) - Not to Exceed \$32,450;
- E. WORKTERRA (additional retiree costs, recouped from retirees through premium payments) - Not to Exceed \$518,340; and
- F. Approve a contingency of \$642,029 (5%).

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

**NOES:** None

**ABSENT:** Brad Avery and Chad Wanke

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

- 6. **ORANGE COUNTY SANITATION DISTRICT ENVIRONMENTAL SERVICES LABORATORY AND OCEAN MONITORING UPDATE** [2021-1749](#)

**Originator:** Lan Wiborg

Dr. Samuel Choi, Environmental Laboratory and Ocean Monitoring Manager, provided an informative PowerPoint presentation which contained an overview of the Environmental Services Department, environmental monitoring and accreditations, and the Laboratory and Ocean Monitoring Division. He provided details on the number of laboratory tests completed annually, instruments used, studies, research and innovation, and OC San partners.

ITEM RECEIVED AS AN:

Information Item.

- 5. **INTERNAL AUDIT UPDATE: CYBER SECURITY** [2021-1743](#)

**Originator:** Lorenzo Tyner

Mr. Tyner introduced the item. The Committee moved to Closed Session and then proceeded to vote on this item.

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

Receive and file the Internal Audit Report from Eide Bailly LLP.

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

**NOES:** None

**ABSENT:** Brad Avery and Chad Wanke

**ABSTENTIONS:** None

**DEPARTMENT HEAD REPORTS:**

None.

**CLOSED SESSION:**

**CONVENED IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.**

The Committee convened in closed session at 5:44 p.m. Confidential minutes of the Closed Session have been prepared in accordance with the above Government Code Section and are maintained by the Clerk of the Board in the Official Book of Confidential Minutes of Board and Committee Closed Session meetings.

**CS-1 THREAT TO PUBLIC SERVICES OR FACILITIES (GOVERNMENT CODE SECTION 54957)**

[2021-1629](#)

CONVENED IN CLOSED SESSION:

Consultation with the Information Technology Systems & Operations Manager regarding cyber security.

**RECONVENE IN REGULAR SESSION:**

The Committee reconvened in regular session at 5:54 p.m.

**CONSIDERATION OF ACTION, IF ANY, ON MATTERS CONSIDERED IN CLOSED SESSION:**

General Counsel Brad Hogin did not provide a report.

The Committee went back to take the vote on Item No. 5.

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

Board Chair Withers thanked Chair Parker and Vice-Chair Kuo for their great leadership.

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

Chair Parker encouraged the Committee to reach out to staff at any time prior to the meeting if they had questions regarding the agenda materials.

**ADJOURNMENT:**

Chair Parker declared the meeting adjourned at 5:59 p.m. to the next Administration Committee meeting to be held on September 8, 2021 at 5:00 p.m.

Submitted by:

*Kelly Lore*

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Kelly A. Lore, MMC  
Clerk of the Board