



CALL TO ORDER

A regular meeting of the Administration Committee of the Orange County Sanitation District was called to order by Committee Chairwoman Christine Marick on Wednesday, December 13, 2023 at 5:02 p.m. in the Administration Building of the Orange County Sanitation District. Committee Vice-Chairman Glenn Grandis led the pledge of allegiance.

ROLL CALL AND DECLARATION OF QUORUM:

Assistant Clerk of the Board Jackie Castro declared a quorum present as follows:

PRESENT: Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

ABSENT: Rose Espinoza, Farrah Khan and Chad Wanke

STAFF PRESENT: Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Mike Dorman, Director of Engineering; Laura Maravilla, Director of Human Resources; Riaz Moinuddin, Director of Operations and Maintenance; Wally Ritchie, Director of Finance; Lan Wiborg, Director of Environmental Services; Jackie Castro, Assistant Clerk of the Board; Mo Abiodun; Jennifer Cabral; Rhea de Guzman; Thys DeVries; Brian Engeln; Al Garcia; Kelly Lore; Rob Michaels; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Brad Hogin, General Counsel, and Bill Dennehy and Nicole Dragoo, Chandler Asset Management, Inc., were present in the Board Room. David Witthohn, Insight Investment, participated telephonically.

PUBLIC COMMENTS:

Ms. Castro advised the Committee that Bill Dennehy with Chandler Asset Management, Inc. would be providing a public comment prior to Item No. 6.

REPORTS:

Chair Marick and General Manager Rob Thompson did not provide a report.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2023-3332](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held November 8, 2023.

AYES: Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Rose Espinoza, Farrah Khan and Chad Wanke

ABSTENTIONS: None

2. **UPDATE TO RECORDS MANAGEMENT PROGRAM PROCEDURES AND RECORDS RETENTION SCHEDULE RESOLUTION** [2023-3336](#)

Originator: Kelly Lore

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

Adopt Resolution No. OC SAN 23-XX 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 23-08".

AYES: Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Rose Espinoza, Farrah Khan and Chad Wanke

ABSTENTIONS: None

3. **BACKUP APPLIANCES FOR INDUSTRIAL CONTROL SYSTEM AND OFFICE NETWORKS** [2023-3337](#)

Originator: Wally Ritchie

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

A. Approve a Purchase Order Contract to Nth Generation Computing, Inc. for the purchase of Backup Appliances for Industrial Control System (ICS) and Office Networks, Specification No. E-2023-1428BD, for a total amount not to exceed \$796,975 plus applicable sales tax; and

B. Approve a contingency of \$79,697 (10%).

AYES: Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Rose Espinoza, Farrah Khan and Chad Wanke

ABSTENTIONS: None

4. ADOPT ORANGE COUNTY SANITATION DISTRICT'S DEBT POLICY [2023-3236](#)

Originator: Wally Ritchie

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

Adopt Resolution No. OC SAN 23-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Adopting the Orange County Sanitation District's Debt Policy and Repealing Resolution No. OC SAN 21-21".

AYES: Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Rose Espinoza, Farrah Khan and Chad Wanke

ABSTENTIONS: None

NON-CONSENT:

5. INVEST AND/OR REINVEST ORANGE COUNTY SANITATION DISTRICT'S FUNDS AND ADOPT INVESTMENT POLICY STATEMENT [2023-3235](#)

Originator: Wally Ritchie

Director of Finance Wally Ritchie provided a brief overview regarding OC San's Investment Policy Statement.

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

Adopt Resolution No. OC SAN 23-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Authorizing the Orange County Sanitation District's Treasurer to Invest and/or Reinvest the Orange County Sanitation District's Funds, Adopting the Orange County Sanitation District's Investment Policy Statement and Performance Benchmarks, and Repealing Resolution No. OC SAN 22-36".

AYES: Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Rose Espinoza, Farrah Khan and Chad Wanke

ABSTENTIONS: None

6. PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR INVESTMENT MANAGEMENT SERVICES [2023-3330](#)

Originator: Lorenzo Tyner

Mr. Dennehy, Chandler Asset Management, Inc., expressed his and Nicole Dragoo's gratitude for nine years of serving as OC San's investment advisors. He also assured the Board that if a change is made, they will work with staff to ensure everything goes smoothly.

Assistant General Manager Lorenzo Tyner provided a brief overview regarding the Professional Consultant Services Agreement for Investment Management Services.

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

Approve a Professional Consultant Services Agreement contract to Insight North America LLC to provide Investment Management Services, Specification No. CS-2023-1418BD, for five years, with two (2) optional two-year renewals.

AYES: Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Rose Espinoza, Farrah Khan and Chad Wanke

ABSTENTIONS: None

INFORMATION ITEMS:

None.

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 Marick declared the meeting adjourned at 5:20 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, February 14, 2024 at 5:00 p.m.

Submitted by:

Jackie Castro, CMC
Assistant Clerk of the Board