



CALL TO ORDER

A regular meeting of the Administration Committee was called to order by Committee Chair Chad Wanke on Wednesday, July 8, 2020 at 5:00 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). Director Ferryman 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 & DECLARATION OF QUORUM:

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

PRESENT: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

ABSENT: Glenn Parker

STAFF PRESENT: Jim Herberg, General Manager; Kelly Lore, Clerk of the Board; and Tyler Ramirez were present in the Board Room. 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; Janine Aguilar; Stephanie Barron; Jennifer Cabral; Brian Engeln; Tina Knapp; Laura Maravilla; 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 announced that the first OCSD Virtual Plant Tours will be held on July 16 at 10:00 a.m. and on July 21 at 3:00 p.m. and asked that Directors contact the Clerk of the Board if interested in participating.

Assistant General Manager Lorenzo Tyner stated that staff is investigating a 115 Pension Trust account and will bring back additional information and/or a recommendation to the Committee in September.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2020-1075](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held June 10, 2020.

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: Glenn Parker

ABSTENTIONS: None

2. PROPERTY MANAGEMENT SERVICES FOR 18350 MT. LANGLEY STREET AND 18368-18375-18381-18384 BANDILIER CIRCLE, FOUNTAIN VALLEY

[2020-1148](#)

Originator: Lorenzo Tyner

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

Approve Amendment No. 4 of the sole source agreement with The Muller Company for Property Management Services for 18350 Mt. Langley Street and 18368- 18375- 18381- 18384 Bandilier Circle in Fountain Valley for the period of September 1, 2020 through June 30, 2021 for a management fee of \$3,200 per month plus other incurred expenses, including an additional renewal period of six months.

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: Glenn Parker

ABSTENTIONS: None

NON-CONSENT:

3. **GENERAL MANAGER AUTHORITY TO TERMINATE LEASE AGREEMENTS AT 18350 MT. LANGLEY STREET AND 18368 BANDILIER CIRCLE, FOUNTAIN VALLEY** [2020-1149](#)

Originator: Lorenzo Tyner

Mr. Tyner provided a brief introduction to the item and responded to questions from the Committee.

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

Authorize the General Manager to terminate lease agreements at his discretion for the following tenants at 18350 Mt. Langley Street and 18368 Bandilier Circle in Fountain Valley, for the period of July 1, 2020 through June 30, 2021:

<u>Lessee</u>	<u>Property</u>	<u>Suites</u>	<u>Expiration</u>
Kroll/On Track	18350 Mt. Langley Street	110	06/30/2021
Western Youth Services	18350 Mt. Langley Street	200, 206, 215, 220	05/30/2021
Atlantic-Pacific Processing	18350 Mt. Langley Street	205, 210	11/30/2021
United Family	18350 Mt. Langley Street	209	03/04/2021
De La Rosa Maintenance Contractors	18368 Bandilier Circle		01/31/2023

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: Glenn Parker

ABSTENTIONS: None

4. **2021 BENEFITS INSURANCE RENEWAL** [2020-1130](#)

Originator: Celia Chandler

Director of Human Resources Celia Chandler provided an overview of the proposed benefits insurance renewals.

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

Approve the Orange County Sanitation District 2021 Benefits Insurance Renewal for the amount of \$12,953,965 for active employees and \$958,858 for retiree-paid health premiums, for an overall not-to-exceed amount of \$13,912,823, as specified below:

- A. WORKTERRA (medical, dental, and vision plans; and Employee Assistance Program [EAP]) - Not to Exceed \$12,184,838;
- B. Prudential (basic life, short- and long-term disability) - Not to Exceed \$718,480;
- C. The Standard (EMT & Manager disability) - Not to Exceed \$30,000;
- D. BenefitWallet (Health Savings Accounts [HSA]) - Not to Exceed \$20,647;
- E. WORKTERRA (additional retiree costs, recouped from retirees through premium payments) - Not to Exceed \$958,858; and
- F. Approve a contingency of \$695,641 (5%).

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: Glenn Parker

ABSTENTIONS: None

INFORMATION ITEMS:

None.

DEPARTMENT HEAD REPORTS:

None.

CLOSED SESSION:

None.

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

Board Chair Shawver expressed condolences to Director Ferryman on the recent loss of his son and to Director Shaw on the recent loss of his brother. Well wishes were also provided to Director Shea on behalf of her daughter who is currently fighting COVID-19.

BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:

None.

ADJOURNMENT:

Chair Wanke declared the meeting adjourned at 5:25 p.m. to the Regular meeting to be held on Wednesday, September 9, 2020 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board