



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, April 13, 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 22-11, 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, Brad Avery, Ron Bates, Art Brown, Kim Carr, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

ABSENT: Rose Espinoza

STAFF PRESENT: Kelly Lore, Clerk of the Board, and Mo Abiodun 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; Riaz Moinuddin, Director of Operations and Maintenance; Lan Wiborg, Director of Environmental Services; Angela Brandt; Jennifer Cabral; Thys Devries; Tina Knapp; Rob Michaels; Wally Ritchie; Don Stokes; Loc Trang; and Thomas Vu were in attendance telephonically.

OTHERS PRESENT: Brad Hogin, General Counsel, was in attendance telephonically.

PUBLIC COMMENTS:

None.

Clerk of the Board Kelly Lore announced that she received late communication after the publication of the agenda pertaining to Item No. 5, including three additional attachments. The information was made available to the Committee and to the public today.

REPORTS:

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

Assistant General Manager Tyner provided a brief report on the process and selection of new Internal Auditors, Farr-Davis LLP.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES [2022-2236](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held March 9, 2022.

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Ron Bates, Art Brown, Kim Carr, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

2. FINANCIAL INFORMATION SYSTEM PURCHASE ORDER RENEWAL [2022-2227](#)

Originator: Lorenzo Tyner

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

A. Approve a five-year Sole Source Purchase Order with Oracle America, Inc. for an annual amount of \$95,828, with a total not to exceed \$479,140, commencing July 1, 2022, through June 30, 2027; and

B. Approve a contingency in the amount of \$47,914 (10%).

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Ron Bates, Art Brown, Kim Carr, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

NON-CONSENT:

3. SEWER SERVICE RATE STUDY [2022-2153](#)

Originator: Lorenzo Tyner

Mr. Tyner provided a brief introduction to the item.

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

- A. Approve a Professional Consultant Services Agreement to HDR Engineering, Inc. to provide a Comprehensive Cost of Service Rate Study Specification No. CS-2021-1287BD, for a total amount not to exceed \$234,950; and
- B. Approve a contingency of \$23,495 (10%).

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Ron Bates, Art Brown, Kim Carr, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

4. REPLACE CAMPUS ACCESS NETWORK SWITCHES AND INDOOR WI-FI ACCESS POINTS [2022-2226](#)

Originator: Lorenzo Tyner

IT Manager Rob Michaels provided an introduction and explanation of the item.

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

- A. Approve a Purchase Order to Saitech Inc. for the procurement of campus networking equipment hardware and software to update and replace end-of-life equipment operating in the Orange County Sanitation District communications and computing environment, Specification No. E-2022-1305BD, for a total amount not to exceed \$549,050 plus sales tax and freight; and
- B. Approve a contingency in the amount of \$54,905 (10%).

INFORMATION ITEMS:

5. FY 2022-23 AND FY 2023-24 OPERATING BUDGET EXPENDITURES [2022-2223](#)

Originator: Lorenzo Tyner

Controller Wally Ritchie presented the item and responded to questions from the Committee along with Assistant General Managers Rob Thompson and Mr. Tyner.

ITEM RECEIVED AS AN:

Information Item.

6. **OPERATIONS & MAINTENANCE: WASTEWATER 101 PART 1: COLLECTIONS** [2022-2245](#)

Originator: Riaz Moinuddin

Maintenance Manager Don Stokes provided a PowerPoint presentation regarding the wastewater collection system that included an overview of OC San's service area, gravity systems, pipe sizes, inverted siphon, line cleaning types, line flushing, tire mechanical cleaning, technology adoption, pressure systems, pump station maintenance, goals to prevent sewer spills, pump station resiliency, underground line locating, regional odor control, odor control chemicals, regional odor control efforts, CCTV, and team-work and coordination efforts.

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:

None.

ADJOURNMENT:

Chair Parker declared the meeting adjourned at 6:10 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, May 11, 2022 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board