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**CALL TO ORDER**

A regular meeting of the Administration Committee was called to order by Committee Chair Chad Wanke on Tuesday, November 10, 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 Christina Shea led the Flag Salute.

**ROLL CALL AND DECLARATION OF QUORUM:**

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

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

**ABSENT:** Mark Murphy

**STAFF PRESENT:** Jim Herberg, General Manager; Kelly Lore, Clerk of the Board; and Brian Engeln 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; Deirdre Bingman; Jennifer Cabral; John Frattali; Tina Knapp; Wally Ritchie; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel was present in the Board Room. Peter George, Macias Gini & O'Connell LLP (MGO), Certified Public Accountants attended telephonically.

**PUBLIC COMMENTS:**

None.

Clerk of the Board, Kelly Lore stated late communication which had been received from Director of Environmental Services Lan Wiborg was distributed to the Committee amending the recommendation in Item No. 6 .

**REPORTS:**

General Manager Jim Herberg stated that the Sanitation District administrative offices would be closed on Wednesday, November 11, 2020 in observance of Veteran's Day; and provided an updated timeline and progress of the OCS D Headquarters Complex and the Food Waste

projects.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

**[2020-1275](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held September 9, 2020.

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

**NOES:** None

**ABSENT:** James Ferryman and Mark Murphy

**ABSTENTIONS:** None

**2. CONSOLIDATED FINANCIAL REPORT FOR THE FIRST QUARTER ENDED SEPTEMBER 30, 2020**

**[2020-1056](#)**

**Originator:** Lorenzo Tyner

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

Receive and file the Orange County Sanitation District First Quarter Financial Report for the period ended September 30, 2020.

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

**NOES:** None

**ABSENT:** James Ferryman and Mark Murphy

**ABSTENTIONS:** None

**3. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST**

**[2020-1315](#)**

**Originator:** Lorenzo Tyner

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



- A. Receive and file District purchases made under the General Manager's authority for the period of July 1, 2020 to September 30, 2020; and
- B. Approve the following additions to the pre-approved OEM Sole Source List for the period of July 1, 2020 to September 30, 2020:
  - CHEVROLET - Chevrolet Truck Engine Replacements
  - SANS - Vouchers for Cyber Security Trainings
  - TOTAL RESOURCE MANAGEMENT - IBM Maximo Level 3 Support
  - WATSON MARLOW - Pumps

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

**NOES:** None

**ABSENT:** James Ferryman and Mark Murphy

**ABSTENTIONS:** None

**4. IBM MAXIMO EMERGENCY AND LEVEL 3 SUPPORT**

[2020-1266](#)

**Originator:** Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO:

- A. Approve a Sole Source Professional Services Agreement to Total Resource Management, Inc to provide Emergency and Level 3 support for IBM Maximo software, for the time period of January 1, 2021 through December 31, 2021, for a total amount not to exceed \$160,000; and
- B. Authorize an option for four (4) one-year renewals at \$160,000 per year.

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

**NOES:** None

**ABSENT:** James Ferryman and Mark Murphy

**ABSTENTIONS:** None

**5. CORITY PLATFORM IMPLEMENTATION - MY CORITY, INDUSTRIAL HYGIENE, AND ERGONOMICS**

[2020-1311](#)

**Originator:** Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO:

- A. Authorize a Purchase Order to Cority Software Inc. for the implementation and annual software maintenance of myCority, Industrial Hygiene, and Ergonomics, using the approved U.S. General Services Agreement (GSA) IT Schedule 70 (M.O. 5/25/16, Item #13), for a total amount not to exceed \$134,834, in accordance with Ordinance No. OCSD-52, Section 2.03(B) Cooperative Purchases; and
- B. Approve a contingency in the amount of \$13,483 (10%).

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

**NOES:** None

**ABSENT:** James Ferryman and Mark Murphy

**ABSTENTIONS:** None

Vice-Chairman R. Murphy, Board Vice-Chair Withers and Director Ferryman appeared disconnected from the meeting during the vote on Item No. 6.

**NON-CONSENT:**

**6. PFAS INVESTIGATIVE ORDER**

**[2020-1309](#)**

**Originator:** Lan Wiborg

Director of Environmental Services Lan Wiborg provided a brief PowerPoint presentation regarding the item.

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

- A. Approve a Professional Services Agreement to CDM Smith, Inc. (CDM Smith) to provide PFAS Sampling and Analysis Services, Specification No. CS-2020-1178BD, for a total amount not to exceed \$369,006; that will begin upon the effective date of the Notice to Proceed and continue for the period of one year; and
- B. Approve a contingency in the amount of \$55,351 (15%).

**AYES:** Chad Wanke, Peter Kim, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, Christina Shea and David Shawver

**NOES:** None

**ABSENT:** Richard Murphy, James Ferryman, Mark Murphy and John Withers

**ABSTENTIONS:** None

Director Ferryman appeared disconnected from the meeting during the vote on Item No. 7.

**7. ORANGE COUNTY SANITATION DISTRICT COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE YEAR END JUNE 30, 2020**

**[2020-1307](#)**



**Originator:** Lorenzo Tyner

Controller Wally Ritchie provided a PowerPoint presentation overview of the CAFR including OCSD's present financial information; and explained the three areas that were reviewed by the independent auditor.

The independent auditor, Peter George (MGO) provided a second PowerPoint presentation which reviewed the audit responsibilities; focus areas; deliverables; and required communication to the Administration Committee.

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

Receive and file the Orange County Sanitation District's Comprehensive Annual Financial Report for the year ended June 30, 2020, prepared by staff and audited by Macias Gini & O'Connell LLP (MGO), Certified Public Accountants, along with the following reports prepared by MGO:

1. Report to the Board of Directors; and
2. Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit Worksheets.

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

**NOES:** None

**ABSENT:** James Ferryman and Mark Murphy

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**8. BIOSOLIDS THERMAL CONVERSION RFI UPDATE**

**[2020-1316](#)**

**Originator:** Lan Wiborg

Ms. Wiborg introduced Principal Environmental Specialist Deirdre Bingman who provided an Informational PowerPoint presentation regarding Biosolids Thermal Conversion (BTC). The presentation included information from OCSD 2019 Strategic Plan's Biosolids Management Policy Paper, explanation of the term BTC; rising concerns of emerging contaminants such as PFAS, State Water Board-ordered PFAS sampling; and BTC RFI project phasing, timelines and considerations.

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:**

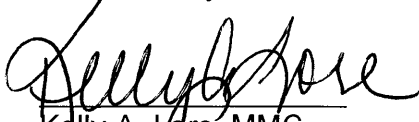
None.

**ADJOURNMENT:**

Board Chair Shawver recognized the contributions of the outgoing five Administration Committee members.

Chair Wanke declared the meeting adjourned at 5:44 p.m. to the Regular meeting to be held on Wednesday, December 9, 2020 at 5:00 p.m.

Submitted by:

  
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Kelly A. Lore, MMC  
Clerk of the Board