



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, July 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 22-19, 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, Rose Espinoza, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers
ABSENT: Ryan Gallagher

STAFF PRESENT: Kelly Lore, Clerk of the Board, and Brian Engeln were present in the Board Room. Jim Herberg, General Manager; Rob Thompson, Assistant General Manager; Lorenzo Tyner, Assistant General Manager; Kathy Millea, Director of Engineering; Riaz Moinuddin, Director of Operations and Maintenance; Lan Wiborg, Director of Environmental Services; Janine Aguilar; Stephanie Barron; Jennifer Cabral; Mark Kawamoto; Tina Knapp; Laura Maravilla; Rob Michaels; Wally Ritchie; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

OTHERS PRESENT: Brad Hogin, General Counsel, and Anna Laliberte and Brent Graham, Alliant Insurance Services, were in attendance telephonically.

PUBLIC COMMENTS:

None.

REPORTS:

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

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2022-2415](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held June 8, 2022.

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Patrick Harper, Andrew Nguyen and Chad Wanke

NOES: None

ABSENT: Ryan Gallagher, David Shawver and John Withers

ABSTENTIONS: None

2. **MICROSOFT UNIFIED SUPPORT AGREEMENT FOR MICROSOFT ENTERPRISE SUPPORT** [2022-2400](#)

Originator: Lorenzo Tyner

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

- A. Approve a Purchase Order for a two-year contract to purchase Microsoft Unified Support, payable annually and with a contract expiration date of December 31, 2024, for a total amount not to exceed \$182,521; and
- B. Approve a contingency of \$18,252 (10%).

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Patrick Harper, Andrew Nguyen and Chad Wanke

NOES: None

ABSENT: Ryan Gallagher, David Shawver and John Withers

ABSTENTIONS: None

Directors David Shawver and John Withers arrived at the meeting at approximately 5:05 p.m.

NON-CONSENT:

3. **2023 BENEFITS INSURANCE RENEWAL** [2022-2408](#)

Originator: Celia Chandler

Human Resources & Risk Manager Laura Maravilla provided an update on this item and responded to questions regarding the actual price increases per employee.

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

Approve the Orange County Sanitation District 2023 Benefits Insurance Renewal for the amount of \$12,387,614 for active employees and \$1,559,844 for retiree-paid health premiums, for an overall not-to-exceed amount of \$13,947,458, as specified below:

- A. WORKTERRA (medical, dental, and vision plans; and Employee Assistance Program [EAP]) - Not to Exceed \$11,827,618;
- B. The Standard (basic life, short- and long-term disability) - Not to Exceed \$488,596;
- C. The Standard (EMT & Manager disability) - Not to Exceed \$30,000;
- D. BenefitWallet (Health Savings Accounts [HSA]) - Not to Exceed \$41,400;
- E. WORKTERRA (additional retiree costs, recouped from retirees through premium payments) - Not to Exceed \$1,559,844; and
- F. Approve a contingency of \$697,373 (5%).

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

NOES: None

ABSENT: Ryan Gallagher

ABSTENTIONS: None

INFORMATION ITEMS:

**4. ENVIRONMENTAL SERVICES: RESOURCE PROTECTION - [2022-2417](#)
PROTECTING WATER, BIOSOLIDS, AND GAS FOR REUSE**

Originator: Lan Wiborg

Environmental Protection Manager Mark Kawamoto provided a PowerPoint presentation regarding the Resource Protection Division which included an overview of the Environmental Services Department, the pretreatment program area, reuse initiatives, efforts for limiting pollutants, the regulatory authorities, permitting, reporting, monitoring and inspections, the investigation and enforcement process, key external collaborators, the 2021 NPDES permit requirements, and the data management and reporting system revamp, as well as talent recruitment and retention efforts.

ITEM RECEIVED AS AN:

Information Item.

5. **HEADQUARTERS COMPLEX AT PLANT NO. 1, PROJECT NO. [2022-2418](#)**
P1-128A - QUARTERLY UPDATE

Originator: Kathy Millea

Director of Engineering Kathy Millea provided a PowerPoint presentation regarding the Headquarters Complex at Plant No. 1 project which included an overview of the site plan, the building layout, the structural steel and foundation, 3-D modeling, project updates, upcoming activities, and the live camera feed. Director Shawver requested that staff reach out to City of Fountain Valley to present a project update at an upcoming City Council meeting, and to express appreciation for the positive relationship between our agencies.

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 5:37 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, September 14, 2022 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board