



---

## **CALL TO ORDER**

A regular meeting of the Administration Committee was called to order by Committee Vice-Chairman Glenn Parker on Wednesday, May 12, 2021 at 5:00 p.m. in the Administration Building of the Orange County Sanitation District. Vice-Chair Parker 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).

## **ROLL CALL AND DECLARATION OF QUORUM:**

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

**PRESENT:** Glenn Parker, Brad Avery, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers

**ABSENT:** Chad Wanke

**STAFF PRESENT:** Kelly Lore, Clerk of the Board, and Josh Martinez 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; Lan Wiborg, Director of Environmental Services; Jennifer Cabral; Raul Cuellar; Brian Engeln; Tina Knapp; Tom Meregillano; Adam Nazaroff; Wally Ritchie; Thomas Vu; and Eros Yong were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel; Dennis Mulqueeney, Alliant Insurance Services, Inc.; and Ed Soong, Public Resource Advisory Group were in attendance telephonically.

## **PUBLIC COMMENTS:**

None.

## **REPORTS:**

Vice-Chair Parker provided a brief update of the upcoming Cyber Security audit. General Manager Herberg did not provide a report.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES [2021-1598](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of Administration Committee held April 14, 2021.

**AYES:** Glenn Parker, Brad Avery, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Chad Wanke

**ABSTENTIONS:** None

**2. CONSOLIDATED FINANCIAL REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2021 [2021-1555](#)**

**Originator:** Lorenzo Tyner

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

Receive and file the Orange County Sanitation District Third Quarter Financial Report for the period ended March 31, 2021.

**AYES:** Glenn Parker, Brad Avery, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Chad Wanke

**ABSTENTIONS:** None

**3. RECORDS MANAGEMENT PROGRAM UPDATE [2021-1556](#)**

**Originator:** Kelly Lore

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

Adopt Resolution No. OC SAN 21-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. OCSD 20-10".

**AYES:** Glenn Parker, Brad Avery, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers  
**NOES:** None  
**ABSENT:** Chad Wanke  
**ABSTENTIONS:** None

**4. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST** [2021-1620](#)

**Originator:** Lorenzo Tyner

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

- A. Receive and file Orange County Sanitation District purchases made under the General Manager’s authority for the period of January 1, 2021 to March 31, 2021; and
- B. Approve the following additions to the pre-approved OEM Sole Source List for the period of January 1, 2021 to March 31, 2021:
  - ALTRONIC - CenGen Engine Ignition Subsystem Components
  - CECO FYBROC - Pumps and Parts
  - FLUKE ELECTRONICS CORPORATION / PRUFTECHNIK - Rotalign Touch Laser Shaft Alignment System
  - KURZ INSTRUMENTS - Gas Flow Meters
  - METTLER TOLEDO, LLC - Truck Loading Scale Controller Replacement
  - SDT ULTRASOUND SOLUTIONS - SDT Ultrasound Instruments, Hardware, and Software
  - SWAGELOK - Parts, Tools, and Service

**AYES:** Glenn Parker, Brad Avery, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers  
**NOES:** None  
**ABSENT:** Chad Wanke  
**ABSTENTIONS:** None

**NON-CONSENT:**

**5. WASTEWATER REFUNDING REVENUE OBLIGATIONS, SERIES 2021A** [2021-1609](#)

**Originator:** Lorenzo Tyner

Assistant General Manager Lorenzo Tyner provided a brief introduction to the item and explained the necessary debt issuance that is due next year. Mr. Ed Soong, Public Resource Advisory Group (PRAG), and Mr. Tyner responded to questions from the Committee as to the background of PRAG and the anticipated cost of refinancing.

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

- A. Adopt Resolution No. OC SAN 21-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District authorizing the execution and delivery by the District of an Installment Purchase Agreement, a Trust Agreement, a Continuing Disclosure Agreement and Escrow Agreements in connection with the Orange County Sanitation District Wastewater Refunding Revenue Obligations, Series 2021A, authorizing the execution and delivery of such Revenue Obligations evidencing principal in an aggregate amount of not to exceed \$163,775,000, approving a Notice of Intention to Sell, authorizing the distribution of an Official Notice Inviting Bids and an Official Statement in connection with the offering and sale of such Revenue Obligations and authorizing the execution of necessary documents and related actions"; and
- B. That the Orange County Sanitation District Financing Corporation approve the documents supporting and authorizing the Revenue Obligations in an aggregate amount not to exceed \$163,775,000.

**AYES:** Glenn Parker, Brad Avery, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers  
**NOES:** None  
**ABSENT:** Chad Wanke  
**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**6. INSURANCE RENEWAL MARKET OVERVIEW [2021-1606](#)**

**Originator:** Lorenzo Tyner

Dennis Mulqueeney, Alliant Insurance Services, provided a PowerPoint presentation which included an in depth overview of OC San's Insurance Program including: Liability & Workers Compensation, Casualty, and Property Insurance. He also reported the risks that are affecting current rates including: Cyber Attacks, Ransomware, Aging Infrastructure, Earthquakes, Wildfires, and the Pandemic.

ITEM RECEIVED AS AN:

Information Item.

7. **CAPITAL IMPROVEMENT PROGRAM PROPOSED BUDGET FOR [2021-1628](#)  
FY2021-22**

**Originator:** Kathy Millea

Engineering Manager Eros Yong provided an informative PowerPoint presentation regarding the Capital Improvement Program (CIP) FY 2021-22 Budget update including: performance overview; 10-year net and total CIP outlay; CIP budget authority; new projects; top budget increases and decreases; project closures; projected FY 2021-22 net CIP outlay; and 20-year net CIP outlay.

ITEM RECEIVED AS AN:

Information Item.

**DEPARTMENT HEAD REPORTS:**

None.

**CLOSED SESSION:**

None.

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

Director Harper urged the Committee to support OC San's Community Project Assistance request for \$10,000,000 in federal funding for the Headworks Rehabilitation Project.

**BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

None.

**ADJOURNMENT:**

Vice-Chair Parker declared the meeting adjourned at 6:29 p.m. to the next Regular meeting of the Administration Committee to be held on Wednesday, June 9, 2021 at 5:00 p.m.

Submitted by:

---

Kelly A. Lore, MMC  
Clerk of the Board