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## **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, November 9, 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. Chair Parker led the flag salute.

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

The Clerk of the Board declared a quorum present as follows:

- PRESENT:** Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Ryan Gallagher, Patrick Harper, Jordan Nefulda (Alternate), David Shawver, Andrew Nguyen, Chad Wanke and John Withers
- ABSENT:** Brad Avery and Rose Espinoza

**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; Celia Chandler, Director of Human Resources; Kathy Millea, Director of Engineering; Riaz Moinuddin, Director of Operations and Maintenance; Lan Wiborg, Director of Environmental Services; Mo Abiodun; Randa Abu Shaban; Janine Aguilar; Jennifer Cabral; Kim Cardenas; Tina Knapp; Laura Maravilla; Tom Meregillano; Rob Michaels; Wally Ritchie; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel, and Jennifer Farr, Partner at Davis Farr LLP, were in attendance virtually.

## **PUBLIC COMMENTS:**

None.

## **REPORTS:**

Chair Parker did not provide a report.

General Manager Jim Herberg reminded the Committee of the upcoming Special Board Meeting - State of OC San on November 15, 2022 at 9:00 a.m.; Regular meeting of the Board on November 16, 2022; and the upcoming administrative offices holiday closures on November 11, 24, 25 and December 23 and 26.

Assistant General Manager Lorenzo Tyner reported that information regarding the upcoming rate study would be presented as an informational item at the Steering Committee meeting in November; and the final rate study would be presented to the Administration Committee and the Board of Directors meetings in December for approval.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES [2022-2584](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held October 12, 2022.

**AYES:** Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Ryan Gallagher, Patrick Harper, Jordan Nefulda (Alternate), David Shawver, Andrew Nguyen, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Rose Espinoza

**ABSTENTIONS:** None

**2. CONSOLIDATED FINANCIAL REPORT FOR THE FIRST QUARTER ENDED SEPTEMBER 30, 2022 [2022-2386](#)**

**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, 2022.

**AYES:** Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Ryan Gallagher, Patrick Harper, Jordan Nefulda (Alternate), David Shawver, Andrew Nguyen, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Rose Espinoza

**ABSTENTIONS:** None

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3. **SERVICENOW IT SERVICE MANAGEMENT LICENSE RENEWAL** [2022-2590](#)

**Originator:** Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO:

- A. Approve a Purchase Order to Insight Public Sector for the purchase of ServiceNow License Renewal using the OMNIA Partners Public Sector (formerly U.S. Communities) cooperative contract #4400006644 for a one-year contract for the period of December 30, 2022 through December 29, 2023 for a total amount not to exceed \$112,408, plus tax and delivery (if applicable); and
- B. Approve a contingency of \$11,241 (10%).

**AYES:** Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Ryan Gallagher, Patrick Harper, Jordan Nefulda (Alternate), David Shawver, Andrew Nguyen, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Rose Espinoza

**ABSTENTIONS:** None

4. **GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST** [2022-2595](#)

**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 July 1, 2022 to September 30, 2022; and
- B. Approve the following additions to the pre-approved OEM Sole Source List:
- BEAMEX - Maintenance and Support for CMX Calibration Software and CMX Business Bridge Software
  - FORD HALL COMPANY INC. - Weir Wolf/Algae Sweep Automation Cleaning Equipment Parts and Service
  - MIDWAY MANUFACTURING & MACHINE - Custom Brackets & Fittings for Vehicles / Electric Carts and Portable Equipment
  - VAPEX ENVIRONMENTAL TECHNOLOGIES - SENTINEL Scrubber Monitor/Controller Products

**AYES:** Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Ryan Gallagher, Patrick Harper, Jordan Nefulda (Alternate), David Shawver, Andrew Nguyen, Chad Wanke and John Withers

**NOES:** None  
**ABSENT:** Brad Avery and Rose Espinoza  
**ABSTENTIONS:** None

**NON-CONSENT:**

**5. COOPERATIVE PROCUREMENT AGREEMENTS [2022-2582](#)**

**Originator:** Lorenzo Tyner

Mr. Tyner provided a verbal presentation of the item and responded to questions from the Committee regarding the cooperative procurement process including the competitive bidding and approval at the State level; and no obligation to purchase through the process.

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

Authorize the purchasing of information technology products, services, and solutions utilizing Cooperative Procurement Agreements (CPA) such as, but not limited to, OMNIA Partners Public Sector (formerly U.S. Communities), NASPO ValuePoint, and U.S. General Services Administration GSA Schedule 70/ GSA Multiple Award Schedule (MAS) for the period January 1, 2023 through December 31, 2023 for a total amount not to exceed \$2,000,000, in accordance with Ordinance No. OCSD-56, Section 2.03(B) Cooperative Purchases, with two (2) one-year renewal options.

**AYES:** Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Ryan Gallagher, Patrick Harper, Jordan Nefulda (Alternate), David Shawver, Andrew Nguyen, Chad Wanke and John Withers  
**NOES:** None  
**ABSENT:** Brad Avery and Rose Espinoza  
**ABSTENTIONS:** None

**6. EMISSION REDUCTION CREDITS BROKER SOLICITATION [2022-2587](#)**

**Originator:** Lan Wiborg

Director of Environmental Services Lan Wiborg provided a PowerPoint presentation including a brief overview of emission reduction credits, priority reserve bank, and reactive organic gases surplus.

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

Approve the solicitation for an Emission Reduction Credits (ERCs) brokerage firm to identify and secure a buyer(s) for the sale of surplus Reactive Organic Gases (ROG) ERCs at the best available value and to handle all market evaluations of ERCs, negotiations, and financial transactions with all appropriate parties.

**AYES:** Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Ryan Gallagher, Patrick Harper, Jordan Nefulda (Alternate), David Shawver, Andrew Nguyen, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Rose Espinoza

**ABSTENTIONS:** None

7. **ORANGE COUNTY SANITATION DISTRICT ANNUAL [2022-2387](#)  
COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR END JUNE  
30, 2022**

**Originator:** Lorenzo Tyner

OC San Accounting Supervisor Kim Cardenas provided a PowerPoint presentation including an overview of the Annual Comprehensive Financial report (ACFR), OC San's financial net position including increases and historical position, financial performance, capital improvement outlays, and available resources. Jennifer Farr, of Davis Farr, provided a PowerPoint presentation of the OC San audit including: the positive audit results of the ACFR, noting the approach taken and upcoming changes in audit standards.

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

Receive and file the Orange County Sanitation District's (OC San) Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2022, prepared by staff and audited by Davis Farr, Certified Public Accountants, along with the following reports prepared by Davis Farr:

1. Report to the Board of Directors;
2. Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit Worksheets; and
3. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards.

**AYES:** Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Ryan Gallagher, Patrick Harper, Jordan Nefulda (Alternate), David Shawver, Andrew Nguyen, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Rose Espinoza

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**8. HUMAN RESOURCES DEPARTMENT OVERVIEW**

[2022-2606](#)

**Originator:** Celia Chandler

Director of Human Resources Celia Chandler introduced HR and Risk Manager Laura Maravilla who provided a PowerPoint presentation that gave an overview of the Human Resources Department including Employee and Labor Relations, HR Operations, and Risk Management.

ITEM RECEIVED AS AN:

Information Item.

**DEPARTMENT HEAD REPORTS:**

Director of Operations and Maintenance Riaz Moinuddin provided an update on the recent Newport Beach spill near the Lido Pump Station. He stated that an additional update would be provided at the December Operations Committee meeting.

**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:**

Prior to adjournment, Chair Parker stated this would be his last meeting serving as Administration Committee Chairman as he did not seek reelection. He thanked everyone for their support.

Chair Parker declared the meeting adjourned at 6:08 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, December 14, 2022 at 5:00 p.m.

Submitted by:



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Kelly A. Lore, MMC  
Clerk of the Board