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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 Vice Chairman Richard Murphy on December 11, 2019 at 5:03 p.m. in the Administration Building of the Orange County Sanitation District. Director Erik Peterson led the Flag Salute.

**DECLARATION OF QUORUM:**

A quorum was declared present as follows:

- PRESENT:** Richard Murphy, Cecilia Iglesias, Mark Murphy, Andrew Nguyen, Glenn Parker, Erik Peterson, Christina Shea, David Shawver, John Withers and Patrick Harper (Alternate)
- ABSENT:** Chad Wanke and James Ferryman

**STAFF PRESENT:**

Jim Herberg, General Manager; Rob Thompson, Assistant General Manager; Lorenzo Tyner, Assistant General Manager; Kathy Millea, Director of Engineering; Lan Wiborg, Director of Environmental Services; Kelly Lore, Clerk of the Board; Randa Abushaban; Jennifer Cabral; Ron Coss; Michelle Farmer; Rhea de Guzman; Al Garcia; Mark Kawamoto; Jackie Lagade; Laura Maravilla; Joshua Martinez; Wally Ritchie; Lisa Rothbart; Roya Sohanaki; and Ruth Zintzun.

**OTHERS PRESENT:**

Brad Hogin, General Counsel

**PUBLIC COMMENTS:**

None.

**REPORTS:**

None.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2019-787](#)

**Originator:** Kelly Lore

**MOVED, SECONDED, AND DULY CARRIED TO:**

Approve Minutes of the Regular Meeting of the Administration Committee held November 13, 2019.

**AYES:** Richard Murphy, Mark Murphy, Andrew Nguyen, Glenn Parker, Erik Peterson, Christina Shea, David Shawver, John Withers, Marshall Goodman (Alternate) and Patrick Harper (Alternate)

**NOES:** None

**ABSENT:** Chad Wanke, James Ferryman and Cecilia Iglesias

**ABSTENTIONS:** None

2. **PAYMENT OF ANNUAL NATIONAL POLLUTANT DISCHARGE AND ELIMINATION SYSTEM (NPDES) PERMIT FEES** [2019-778](#)

**Originator:** Lan Wiborg

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

Approve payment of \$653,081 for annual NPDES (ocean discharge) permit fees.

**AYES:** Richard Murphy, Mark Murphy, Andrew Nguyen, Glenn Parker, Erik Peterson, Christina Shea, David Shawver, John Withers, Marshall Goodman (Alternate) and Patrick Harper (Alternate)

**NOES:** None

**ABSENT:** Chad Wanke, James Ferryman and Cecilia Iglesias

**ABSTENTIONS:** None

**NON-CONSENT:**

3. **INVEST AND/OR REINVEST ORANGE COUNTY SANITATION DISTRICT'S FUNDS AND ADOPT INVESTMENT POLICY STATEMENT** [2019-674](#)

**Originator:** Lorenzo Tyner

Assistant General Manager Lorenzo Tyner introduced the item and provided a brief description of the changes.

MOVED, SECONDED, AND DULY CARRIED TO:

Recommend to the Board of Directors to:

Adopt Resolution No. OCSD 19-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District, Authorizing the Orange County Sanitation District's Treasurer to Invest and/or Reinvest Orange County Sanitation District's Funds, Adopting the Orange County Sanitation District's Investment Policy Statement and Performance Benchmarks, and Repealing Resolution No. OCSD 18-23.

**AYES:** Richard Murphy, Mark Murphy, Andrew Nguyen, Glenn Parker, Erik Peterson, Christina Shea, David Shawver, John Withers, Marshall Goodman (Alternate) and Patrick Harper (Alternate)  
**NOES:** None  
**ABSENT:** Chad Wanke, James Ferryman and Cecilia Iglesias  
**ABSTENTIONS:** None

*Director Cecilia Iglesias arrived at the meeting at 5:12 p.m.*

**INFORMATION ITEMS:**

**4. ORANGE COUNTY SANITATION DISTRICT'S PROCUREMENT PROCESS**

[2019-797](#)

**Originator:** Lorenzo Tyner

Assistant General Manager Tyner introduced Ruth Zintzun, Purchasing & Contracts Manager, who provided a PowerPoint presentation that included the Contracts, Purchasing & Materials Management Division's mission statement; an overview of the Division; rules and regulations followed; approval thresholds; procurement methods; public works construction; requests for proposal/qualifications; goods and services bids; emergency procurements; and sole source procurement.

RECEIVED AND FILED THE:

Information Item.

**DEPARTMENT HEAD REPORTS:**

None.

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

Board Chair Shawver stated that efforts were underway to reduce paper in the agenda packets. He asked that if anyone was interested in an online version to let the Clerk of the Board know.

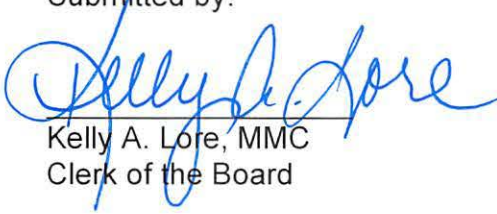
**BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

None.

**ADJOURNMENT:**

Vice-Chair Murphy declared the meeting adjourned at 5:45 p.m. to the Regular meeting to be held on Wednesday, February 19, 2020 at 5:00 p.m.

Submitted by:



Kelly A. Lore, MMC  
Clerk of the Board

