



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 10, 2021 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 21-14, due to the continued State of Emergency Order. Chair Parker announced the teleconference meeting guidelines. Vice-Chair Anthony Kuo led the Pledge of Allegiance.

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, Art Brown, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

ABSENT: Rose Espinoza

STAFF PRESENT: Kelly Lore, Clerk of the Board, and Joshua 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; Kathy Millea, Director of Engineering; Lan Wiborg, Director of Environmental Services; Jennifer Cabral; Mortimer Caparas; Kim Cardenas; Brian Engeln; Tina Knapp; Rob Michaels; Wally Ritchie; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

OTHERS PRESENT: Brad Hogin, General Counsel; and Mitch Barker, Christopher Parker, and Peter George from MGO were in attendance telephonically.

PUBLIC COMMENTS:

No public comments were provided.

Clerk of the Board Kelly Lore announced that after the publication of the agenda, Assistant General Manager Lorenzo Tyner informed her that Item No. 2 was being pulled from consideration.

REPORTS:

Chair Parker announced that OC San's Administrative offices will be closed on November 11th in observance of Veterans Day and on November 25th and 26th in observance of Thanksgiving. He also stated that the Steering and Board meetings would be held one week early on November 17th.

General Manager Jim Herberg did not provide a report.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES [2021-1939](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held October 13, 2021.

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

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

2. PROFESSIONAL RISK MANAGEMENT CONSULTANT AGREEMENT [2021-1925](#)

Originator: Lorenzo Tyner

ITEM PULLED FROM CONSIDERATION

Approve a sole source Professional Consultant Services Agreement with John J. Preston, Specification No. SSJ 2468, to perform professional risk management consulting services for the Orange County Sanitation District, which includes overseeing property and general liability loss control and setting loss control requirements on public bids and contracts, risk transfer, loss prevention, and risk reduction in an amount not to exceed \$150,000 per year, for a term of one year beginning December 1, 2021 through November 30, 2022; with up to two (2) one-year renewal options.

3. OCEAN MODELING SUPPORT PROJECT [2021-1883](#)

Originator: Lan Wiborg

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

- A. Approve Amendment extending the Agreement between the Orange County Sanitation District and Southern California Coastal Water Research Project regarding Ocean Outfall Plume Modeling, to provide physical and biogeochemical modeling of the Orange County Sanitation District's ocean discharge, at a cost not to exceed \$135,000, for a total amount not to exceed \$383,000;
- B. Approve a contingency of 13,500 (10%); and
- C. Approve an agreement performance period extension to December 31, 2024.

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

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

4. REPROGRAPHICS AND DOCUMENT SERVICES FOR PREVIOUSLY CONSTRUCTED PROJECTS [2021-1942](#)

Originator: Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO:

- A. Authorize a Purchase Order Contract with ARC Document Solutions, LLC for document scanning, indexing, and hyperlinking services per County of Orange Master Contracts #RCA MA-017-16010366, for an amount not to exceed \$125,000; and
- B. Approve a contingency of \$15,000.

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

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

5. CONSOLIDATED FINANCIAL REPORT FOR THE FIRST QUARTER ENDED SEPTEMBER 30, 2021 [2021-1704](#)

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, 2021.

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

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

**6. MICROSOFT ENTERPRISE LICENSE AGREEMENT (ELA) FOR [2021-1906](#)
MICROSOFT ENTERPRISE SOFTWARE LICENSES**

Originator: Lorenzo Tyner

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

A. Approve a Purchase Order for a three-year contract to purchase Microsoft Enterprise licenses under the Microsoft ELA in accordance with Microsoft Volume Enterprise Enrollment - for State and Local government, Riverside County Master Licensing Agreement 01E73970, payable annually and with a contract expiration date of December 31, 2024, for a total amount not to exceed \$1,470,495; and

B. Approve a contingency of 220,574 (15%).

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

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

**7. PROPERTY MANAGEMENT SERVICES FOR 18350 MT. LANGLEY [2021-1926](#)
STREET AND 18368-18375-18381-18384 BANDILIER CIRCLE,
FOUNTAIN VALLEY**

Originator: Lorenzo Tyner

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

Approve Amendment No. 5 to the sole source agreement with The Muller Company for Property Management Services for 18350 Mt. Langley Street and 18368-18375-18381-18384 Bandilier Circle in Fountain Valley, for the period of January 1, 2022 through January 31, 2023 for a management fee of \$3,200 per month plus other incurred expenses, including an additional renewal period of twelve (12) months.

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

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

8. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST [2021-1952](#)

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, 2021 to September 30, 2021; and
- B. Approve the following additions to the pre-approved OEM Sole Source List for the period of July 1, 2021 to September 30, 2021:
 - ACCUSONIC (A BRAND OF ADS LLC) - Maintenance and Repair of Accusonic Equipment
 - DR. KRISTY FORSGREN - Fish Liver Histopathology Analysis and Reporting
 - EATON - Uninterruptible Power Supply (UPS) Parts and Service
 - MOBIUS INSTITUTE - Mobius iLearnReliability Enterprise Training Product
 - NIXON-EGLI EQUIPMENT CO. - Modifications & Custom Equipment Installation on Welder Service Truck
 - OVIVO - Trickling Filter Materials and Repairs
 - TRIMBLE WATER - Trimble Unity Software and Support

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

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

NON-CONSENT:

9. IMPLEMENTATION OF SERVICENOW IT SERVICE MANAGEMENT SOFTWARE [2021-1907](#)

Originator: Lorenzo Tyner

Mr. Tyner introduced IT Manager Rob Michaels who provided a brief overview of the item.

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

- A. Approve a Professional Services Agreement to Computer Aid, Inc. (CAI) to provide ServiceNow IT Service Management software and implementation services, Specification No. CS-2021-1244BD, for a total amount not to exceed \$474,505; and
- B. Approve a contingency of 47,451 (10%).

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

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

10. **ORANGE COUNTY SANITATION DISTRICT ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR END JUNE 30, 2021** [2021-1908](#)

Originator: Lorenzo Tyner

Mr. Tyner introduced Accounting Supervisor Kim Cardenas who provided an informative PowerPoint presentation regarding the Annual Comprehensive Financial Report.

Peter George, MGO provided a PowerPoint presentation regarding the audit basis and responded to questions from the Committee.

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

Receive and file the Orange County Sanitation District's Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2021, 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: Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

11. SECTION 115 TRUST PENSION ACCOUNT CONTRACT AWARD [2021-1731](#)

Originator: Lorenzo Tyner

Mr. Tyner provided an overview of the history of the item and the evaluation process. After discussion of the item, an alternate motion was made to award to only one firm.

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

A. Approve Professional Services Agreements to ~~three firms: Chandler Asset Management, Inc.; PFM Asset Management, Inc.; and Public Agency Retirement Services~~ to establish and oversee Orange County Sanitation District's Internal Revenue Service (IRS) Code Section 115 pension trust administration and investment management services;

~~B. Adopt Resolution No. OC SAN 21-XX entitled: "A Resolution of the Board of Directors of Orange County Sanitation District Adopting a Post-Employment Benefit Trust Agreement with Chandler Asset Management, Inc.; and Authorizing Officers to Execute Documents and Agreements";~~

~~C. Adopt Resolution No. OC SAN 21-XX entitled: "A Resolution of the Board of Directors of Orange County Sanitation District Adopting a Post-Employment Benefit Trust Agreement with PFM Asset Management, Inc.; and Authorizing Officers to Execute Documents and Agreements";~~

D. Adopt Resolution No. OC SAN 21-XX entitled: "A Resolution of the Board of Directors of Orange County Sanitation District Adopting a Post-Employment Benefit Trust Agreement with Public Agency Retirement Services; and Authorizing Officers to Execute Documents and Agreements"; and

E. Authorize staff to make an initial investment of up to \$15 million into the Section 115 pension trusts.

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

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

INFORMATION ITEMS:

12. HUMAN RESOURCES DEPARTMENT OVERVIEW

[2021-1955](#)

Originator: Celia Chandler

Human Resources and Risk Manager Laura Maravilla provided a PowerPoint presentation that gave an overview of the three main areas in the Human Resources Department: Employee & Labor Relations, HR Operations, and Risk Management. Ms. Maravilla explained OC San University, the current Compensation and Classification Study, negotiations, and succession management.

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 6:11 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, December 8, 2021 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board