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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, October 12, 2022 at 5:01 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, Brad Avery, Art Brown, Rose Espinoza, Ryan Gallagher, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers
- ABSENT:** Kim Carr

**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; Riaz Moinuddin, Director of Operations and Maintenance; Lan Wiborg, Director of Environmental Services; Jennifer Cabral; Tanya Chong; John Frattali; Tina Knapp; Laura Maravilla; Rob Michaels; Wally Ritchie; Loc Trang; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel, was in attendance telephonically.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Parker did not provide a report.

General Manager Jim Herberg announced that the State of OC San would be held virtually on November 15, 2022 at 9:00 a.m.

**CONSENT CALENDAR:**

1. **APPROVAL OF MINUTES**

[2022-2554](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held September 14, 2022.

**AYES:** Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Ryan Gallagher, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Kim Carr and Rose Espinoza

**ABSTENTIONS:** None

*Director Rose Espinoza arrived at the meeting at approximately 5:08 p.m.*

**NON-CONSENT:**

**2. PLANT NO. 1 AND PLANT NO. 2 DATA CENTER NETWORK EQUIPMENT REPLACEMENT [2022-2552](#)**

**Originator:** Lorenzo Tyner

IT Manager Rob Michaels provided a brief introduction to the item and stated that the sales tax added to the professional services should be removed in the recommendation.

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

- A. Approve a Purchase Order Contract to ePlus Technology, Inc. for the Purchase of IT Hardware (Plant No. 1 and Plant No. 2 Data Center Network Equipment Replacement), Specification No. E-2022-1340BD, for a total amount not to exceed \$643,261.90, plus applicable sales tax;
- B. Approve a Purchase Order to ePlus Technology, Inc. using the U.S. General Services Administration's (GSA) Schedule 84 Contract Number GS-35F-303DA for the purchase of professional services to implement and configure the Plant No. 1 and Plant No. 2 Data Center Network, for a total amount not to exceed \$90,433.60, in accordance with Ordinance No. OC SAN-56, Section 2.03(B) Cooperative Purchases; and
- C. Approve a contingency in the amount of \$73,369.55 (10%) for both the Purchase Order Contract and Purchase Order.

**AYES:** Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Rose Espinoza, Ryan Gallagher, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Kim Carr

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**3. FINANCIAL MANAGEMENT DIVISION [2022-2555](#)**

**Originator:** Lorenzo Tyner

Controller Wally Ritchie provided a PowerPoint presentation regarding the Financial Management division which included an overview of the following: the budget plan, revenue and accounts receivable, accounts payable, payroll, project controls, capital assets, treasury, financial reporting, insurance, and property management.

ITEM RECEIVED AS AN:

Information Item.

**4. HUMAN RESOURCES: RISK MANAGEMENT [2022-2557](#)**

**Originator:** Celia Chandler

Director of Human Resources Celia Chandler introduced Safety and Health Supervisor John Frattali who presented a PowerPoint presentation regarding Risk Management's core business functions including safety and health, emergency management, and physical security; and also provided a list of safety awards and recognition received in the last year.

ITEM RECEIVED AS AN:

Information Item.

**5. HEADQUARTERS COMPLEX AT PLANT NO. 1, PROJECT NO. [2022-2558](#)  
P1-128A - QUARTERLY UPDATE**

**Originator:** Kathy Millea

Director of Engineering Kathy Millea provided a PowerPoint presentation regarding the Headquarters Complex Project at Plant No. 1 which included an overview of the site plan, the building layout, an update of the progress made, as well as a look into the mass timber diagrid, a breakdown of those involved, a brief overview of the project timber and steel, upcoming activities, and the project status which included an overview of the budget and schedule. Lastly, Ms. Millea provided a quick tutorial on how to access the live camera footage and a slide on the "topping off beam" which is available to be signed by Directors and staff before installation.

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 5:41 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, November 9, 2022 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board