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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 Glenn Grandis on Wednesday, June 14, 2023 at 5:01 p.m. in the Administration Building of the Orange County Sanitation District. Director Shawver led the Flag Salute.

**ROLL CALL AND DECLARATION OF QUORUM:**

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

**PRESENT:** Ryan Gallagher, Glenn Grandis, Farrah Khan, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**ABSENT:** Pat Burns, Rose Espinoza, Christine Marick and Susan Sonne

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Michael Dorman, Director of Engineering; Laura Maravilla, Director of Human Resources; Riaz Moinuddin, Director of Operations and Maintenance; Wally Ritchie, Director of Finance; Lan Wiborg, Director of Environmental Services; Kelly Lore, Clerk of the Board; Mo Abiodun; Jennifer Cabral; Sam Choi; Rhea DeGuzman; Thys DeVries; Brian Engeln; Al Garcia; Mark Kawamoto; Rob Michaels; Shallee Milligan; and Ruth Zintzun were present in the Board Room. Tina Knapp, John Preston, Thomas Vu, and Mike Zedek were present telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel, was present in the Board Room; and Board member Christine Marick was present telephonically.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Vice-Chair Grandis did not provide a report.

General Manager Rob Thompson reminded the Committee of the upcoming Honor Walk to be held on June 28, 2023 at 3:30 p.m.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2023-3030](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular meeting of the Administration Committee held May 10, 2023.

**AYES:** Ryan Gallagher, Glenn Grandis, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Farrah Khan, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

**2. ENVIRONMENTAL REGULATORY REPORTS**

[2023-2892](#)

**Originator:** Lan Wiborg

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

Receive and file environmental regulatory reports: Annual Biosolids Management Compliance Report CY 2022, Annual Pretreatment Program Report FY 2022 (July 2021-June 2022), Semi-Annual Pretreatment Program Report (July-December 2022), Annual Mandatory Reporting of Greenhouse Gas Emissions Report CY 2022, Annual Emissions Report CY 2022, and the Marine Monitoring Annual Report FY 2022 (July 2021-June 2022).

**AYES:** Ryan Gallagher, Glenn Grandis, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Farrah Khan, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

**3. FY 2023-24 USE CHARGES FOR SANTA ANA WATERSHED PROJECT AUTHORITY**

[2023-2971](#)

**Originator:** Wally Ritchie

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

Adopt Resolution No. OC SAN 23-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Establishing Use Charges for the 2023-24 Fiscal Year Pursuant to the Wastewater Treatment and Disposal Agreement with the Santa Ana Watershed Project Authority ("SAWPA")".

**AYES:** Ryan Gallagher, Glenn Grandis, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Farrah Khan, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

**4. GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24 [2023-2972](#)**

**Originator:** Wally Ritchie

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

Adopt Resolution No. OC SAN 23-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Establishing the Annual Appropriations Limit for Fiscal Year 2023-24 for the Orange County Sanitation District in Accordance with the Provisions of Division 9 of Title 1 of the California Government Code".

**AYES:** Ryan Gallagher, Glenn Grandis, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Farrah Khan, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

**5. PMWEB MAINTENANCE AND SUPPORT RENEWAL [2023-3019](#)**

**Originator:** Wally Ritchie

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

A. Approve a three (3) year Purchase Order contract with PMWeb Inc. for maintenance and support of PMWeb application, paying \$121,500 annually for a total amount not to exceed \$364,500; and

B. Approve a contingency of \$36,450 (10%).

**AYES:** Ryan Gallagher, Glenn Grandis, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Farrah Khan, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

**6. ESRI ENTERPRISE ADVANTAGE PROGRAM SUBSCRIPTION [2023-3026](#)  
RENEWAL**

**Originator:** Wally Ritchie

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

A. Approve a Purchase Order Contract for a three-year contract with Environmental Systems Research Institute, Inc. to renew Orange County Sanitations District's subscription for the Enterprise Advantage Program, payable annually, commencing July 1, 2023, through June 30, 2026, for a total amount not to exceed \$310,500 plus applicable tax; and

B. Approve a not to exceed contingency of \$31,050 (10%).

**AYES:** Ryan Gallagher, Glenn Grandis, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Farrah Khan, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

**NON-CONSENT:**

**7. FINANCE BUDGET SOFTWARE IMPLEMENTATION [2023-3028](#)**

**Originator:** Wally Ritchie

Director of Finance Wally Ritchie provided a brief overview of the item and introduced Information Technology Manager Rob Michaels who provided additional details on the requested purchase.

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

A. Approve a Professional Services Agreement to TruEd Consulting, Inc. to provide Finance Budget Software and Implementation, Specification No. CS-2022-1362BD, for a total amount not to exceed \$441,000 for the Implementation Services portion; and

B. Approve a contingency of \$44,100 (10%).

**AYES:** Ryan Gallagher, Glenn Grandis, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Farrah Khan, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

**8. CARAHSOFT SERVICE AGREEMENT**

[2023-3029](#)

**Originator:** Wally Ritchie

Mr. Michaels introduced the item and provided additional details on the requested purchase.

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

A. Approve a Purchase Order for a five-year contract with Carahsoft for a Subscription Service Agreement with Anaplan Budget Software, payable annually, utilizing the NASPO ValuePoint Cooperative Purchasing Contract 7-17-70-40-05 for a total amount not to exceed \$713,876.36 plus pax and delivery (if applicable); and

B. Approve a contingency of \$71,388 (10%).

**AYES:** Ryan Gallagher, Glenn Grandis, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Farrah Khan, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

*Director Farrah Khan arrived at the meeting at 5:08 p.m.*

**9. DISPOSITION OF UNCOLLECTIBLE DEBT - GOLDEN STATE PUMPING, LLC**

[2023-2990](#)

**Originator:** Wally Ritchie

Mr. Ritchie provided a brief introduction to and explanation of the item.

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

Approve the discharge of uncollectible debt owed by Golden State Pumping, LLC in the amount of \$126,722.18.

**AYES:** Ryan Gallagher, Glenn Grandis, Farrah Khan, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

**10. FY 2023-24 PROPERTY - LIABILITY INSURANCE RENEWALS [2023-3020](#)**

**Originator:** Wally Ritchie

Mr. Ritchie presented the item.

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

Approve the Orange County Sanitation District FY 2023-24 Property-Liability Insurance Renewals included in the FY 2023-24 Budget Update for the not-to-exceed amounts specified below:

|  |                    |
|--|--------------------|
| Property and Boiler & Machinery - Not to Exceed        | \$2,617,059        |
| Excess General Liability Insurance - Not to Exceed     | \$1,247,262        |
| Excess Workers' Compensation Insurance - Not to Exceed | \$ 391,000         |
| Earthquake Insurance - Not to Exceed                   | \$ 173,054         |
| <b>TOTAL</b>   | <b>\$4,428,375</b> |

**AYES:** Ryan Gallagher, Glenn Grandis, Farrah Khan, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

**11. PROPOSED FISCAL YEAR 2023-24 BUDGET UPDATE [2023-2850](#)**

**Originator:** Wally Ritchie

Mr. Ritchie provided a PowerPoint presentation regarding the proposed FY 2023-24 budget update which included an overview of the FY 2023-24 budget, revenue, rates, expenses, the Capital Improvement Program, and debt service.

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

Approve the proposed Operating, Capital, Debt Service, and Self-Insurance Budgets for FY 2023-24 as follows:

|  | <b>FY 2023-24</b>    |
|--|----------------------|
| Net Operating                                | \$215,389,585        |
| Self-Insurance - Workers' Comp.              | 850,500              |
| Self-Insurance - Property & Gen. Liability   | 3,318,000            |
| Net Capital Improvement Program              | 271,978,000          |
| Debt/COP Service                             | 68,611,384           |
| Intra-District Joint Equity Purchase/Sale(1) | <u>3,500,000</u>     |
| <b>Total</b>                                 | <b>\$563,647,469</b> |

(1) Cash to/from Revenue Area 14 (RA14) in exchange for capital assets to/from Consolidated Revenue Area 15 (RA15)

**AYES:** Ryan Gallagher, Glenn Grandis, Farrah Khan, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)

**NOES:** None

**ABSENT:** Pat Burns, Rose Espinoza, Christine Marick and Susan Sonne

**ABSTENTIONS:** None

**12. PROPOSED ADOPTION OF ORDINANCE NO. OC SAN-61 UPDATING [2023-3006](#)  
THE PURCHASING ORDINANCE**

**Originator:** Wally Ritchie

Mr. Ritchie provided a brief update to the item and explained that amendments to the Ordinance had been presented to each Committee last month; and were also included in the Agenda Report.

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

- A. Introduce Ordinance No. OC SAN-61, entitled: "An Ordinance of the Board of Directors of the Orange County Sanitation District Establishing Requirements and Procedures for the Purchase of Goods, Services, and Public Works Projects; and Repealing Ordinance No. OC SAN-56";
- B. Motion to read Ordinance No. OC SAN-61 by title only and waive reading of said entire Ordinance on June 28, 2023;
- C. Set July 26, 2023, as the date for the second reading and adoption of Ordinance No. OC SAN-61; and
- D. Direct the Clerk of the Board to publish summaries of the Ordinance as required by law.

**AYES:** Ryan Gallagher, Glenn Grandis, Farrah Khan, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Emily Hibard (Alternate)  
**NOES:** None  
**ABSENT:** Pat Burns, Rose Espinoza, Christine Marick and Susan Sonne  
**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**13. ORANGE COUNTY SANITATION DISTRICT ENVIRONMENTAL SERVICES LABORATORY AND OCEAN MONITORING UPDATE [2023-3032](#)**

**Originator:** Lan Wiborg

Environmental Protection Manager Samuel Choi provided a PowerPoint presentation regarding the Environmental Services Laboratory and Ocean Monitoring update. The presentation included an overview of the Environmental Services Department, environmental monitoring, accreditations, the Laboratory and Ocean Monitoring Division, laboratory tests and instruments, the 2021-2022 OC Beach Report Card, research and innovation, OC San partners, and public outreach.

ITEM RECEIVED AS AN:

Information Item.

**14. STRATEGIC PLANNING - CORE VALUES [2023-3033](#)**

**Originator:** Rob Thompson

Administration Manager Jennifer Cabral provided a PowerPoint presentation regarding OC San's core values. The presentation also included an overview of upcoming topics including the risk register to be presented to the Operations and Administration Committees in July, the Strategic Plan draft for Board review in September, and adoption of the Strategic Plan in November.

ITEM RECEIVED AS AN:

Information Item.

**DEPARTMENT HEAD REPORTS:**

None.

**CLOSED SESSION:**

None.



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

Board Chair Wanke requested that the Clerk of the Board poll the Board members to ensure their attendance at the July Committee and Board meetings.

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

None.

**ADJOURNMENT:**

Vice-Chair Grandis declared the meeting adjourned at 5:51 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, July 12, 2023 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board