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## **CALL TO ORDER**

A regular meeting of the Administration Committee was called to order by Committee Chair Chad Wanke on Wednesday, December 9, 2020 at 5:00 p.m. in the Administration Building of the Orange County Sanitation District. Chair Wanke stated that the meeting was being held telephonically and via audio/video in accordance with Governor's Executive Order No. N-29-20 due to the Coronavirus Pandemic. Director Glenn Parker led the Flag Salute.

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

Roll call was taken and a quorum was declared present, as follows:

**PRESENT:** Chad Wanke, Mark Murphy, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, David Shawver, John Withers, Patrick Harper (Alternate), Anthony Kuo (Alternate), Robert Ooten (Alternate) and Nitesh Patel (Alternate)

**ABSENT:** None

**STAFF PRESENT:** Jim Herberg, General Manager; Kelly Lore, Clerk of the Board; and Brian Engeln were present in the Board Room. 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; Tina Knapp; Wally Ritchie; and Thomas Vu were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel was present in the Board Room; and La Palma Council Member Marshall Goodman was present telephonically.

## **PUBLIC COMMENTS:**

None.

The Clerk of the Board indicated that late communication was distributed pertaining to agenda Item No. 2 which provided the actual amount of the invoice to be approved for payment.

## **REPORTS:**

Chair Wanke welcomed the four Alternate Directors attending the meeting.

General Manager Herberg did not provide a report.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2020-1362](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held November 10, 2020.

**AYES:** Chad Wanke, Richard Murphy, Mark Murphy, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, David Shawver, John Withers, Patrick Harper (Alternate), Anthony Kuo (Alternate), Robert Ooten (Alternate) and Nitesh Patel (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**2. PAYMENT OF ANNUAL NATIONAL POLLUTANT DISCHARGE AND ELIMINATION SYSTEM (NPDES) PERMIT FEES**

[2020-1363](#)

**Originator:** Lan Wiborg

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

Approve payment of \$712,888 for annual NPDES ocean discharge permit fees.

**AYES:** Chad Wanke, Richard Murphy, Mark Murphy, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, David Shawver, John Withers, Patrick Harper (Alternate), Anthony Kuo (Alternate), Robert Ooten (Alternate) and Nitesh Patel (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**NON-CONSENT:**

*Board Chair Shawver appeared to be disconnected from the meeting during Item No. 3.*

**3. ADOPT ORANGE COUNTY SANITATION DISTRICT'S DEBT POLICY**

[2020-1360](#)

**Originator:** Lorenzo Tyner

Assistant General Manager Lorenzo Tyner provided a brief introduction to the item.

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

Directors to:

Adopt Resolution No. OCSD 20-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Adopting the Orange County Sanitation District's Debt Policy and Repealing Resolution No. OCSD 18-16".

**AYES:** Chad Wanke, Richard Murphy, Mark Murphy, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, John Withers, Patrick Harper (Alternate), Anthony Kuo (Alternate), Robert Ooten (Alternate) and Nitesh Patel (Alternate)

**NOES:** None

**ABSENT:** David Shawver

**ABSTENTIONS:** None

*Board Vice-Chair Withers appeared to be disconnected from the meeting during Item No. 4.*

**4. INVEST AND/OR REINVEST ORANGE COUNTY SANITATION DISTRICT'S FUNDS AND ADOPT INVESTMENT POLICY STATEMENT** [2020-1325](#)

**Originator:** Lorenzo Tyner

Controller Wally Ritchie provided a PowerPoint presentation including information regarding Local Agency Investment Guidelines, Senate Bill No. 998 regarding allowable limits, Local Agency Investment Fund, and a summary of the proposed changes to the Investment Policy.

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

Adopt Resolution No. OCSD 20-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 the Orange County Sanitation District's Funds, Adopting the Orange County Sanitation District's Investment Policy Statement and Performance Benchmarks, and Repealing Resolution No. OCSD 19-21".

**AYES:** Chad Wanke, Richard Murphy, Mark Murphy, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, David Shawver, Patrick Harper (Alternate), Anthony Kuo (Alternate), Robert Ooten (Alternate) and Nitesh Patel (Alternate)

**NOES:** None

**ABSENT:** John Withers

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

None.

**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:**

Alternate Director Bob Ooten requested an information item be provided regarding No Drugs Down the Drain.

**ADJOURNMENT:**

Chair Wanke declared the meeting adjourned at 5:22 p.m. to the Regular meeting to be held on Wednesday, February 10, 2021 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board