



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, March 9, 2022 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 22-08, due to the continued State of Emergency Order. Chair Parker announced the teleconference meeting guidelines and led the flag salute.

ROLL CALL AND DECLARATION OF QUORUM:

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

- PRESENT:** Glenn Parker, Brad Avery, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers
- ABSENT:** Anthony Kuo and Chad Wanke

STAFF PRESENT: Kelly Lore, Clerk of the Board, and Brian Engeln 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; Riaz Moinuddin, Director of Operations and Maintenance; Jennifer Cabral; Mortimer Caparas; Tanya Chong; Brian Engeln; Tina Knapp; Laura Maravilla; Rob Michaels; Jeff Mohr; Wally Ritchie; Loc Trang; and Thomas Vu were in attendance telephonically.

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

PUBLIC COMMENTS:

None.

REPORTS:

Chair Parker and General Manager Jim Herberg did not provide reports.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2022-2151](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held February 9, 2022.

AYES: Glenn Parker, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

NOES: None

ABSENT: Anthony Kuo and Chad Wanke

ABSTENTIONS: Brad Avery

2. **STRATEGIC PROCESS STUDY FOR MEIOFAUNA BASELINE ASSESSMENT** [2022-2155](#)

Originator: Lan Wiborg

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

A. Approve a Professional Consultant Services Agreement to Florida State University to provide a Meiofauna Baseline Strategic Process Study (Specification No. CS-2021-1266BD) for a total amount not to exceed \$277,946; and

B. Approve a contingency of 27,795 (10%).

AYES: Glenn Parker, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers

NOES: None

ABSENT: Anthony Kuo and Chad Wanke

ABSTENTIONS: Brad Avery

3. **UPDATE TO RECORDS MANAGEMENT PROGRAM PROCEDURES AND RECORDS RETENTION SCHEDULE RESOLUTION** [2022-2072](#)

Originator: Kelly Lore

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

Adopt Resolution No. OC SAN 22-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Adopting the Records Management Program Procedures and Records Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OC SAN 21-08".

AYES: Glenn Parker, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers
NOES: None
ABSENT: Anthony Kuo and Chad Wanke
ABSTENTIONS: Brad Avery

NON-CONSENT:

4. REPLACE SERVER AND STORAGE INFRASTRUCTURE FOR PLANT NO. 1 INDUSTRIAL CONTROL SYSTEM [2022-2160](#)

Originator: Lorenzo Tyner

Assistant General Manager Lorenzo Tyner introduced IT Manager Rob Michaels who provided a brief update regarding this item.

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

- A. Approve a Purchase Order to ePlus Technology, Inc. for the purchase of software, hardware, and services to implement and configure the Nutanix metro clusters for Plant No. 1 Industrial Control System, Specification No. E-2022-1300BD, for a total amount not to exceed \$560,195, plus applicable sales tax and shipping; and
- B. Approve a contingency in the amount of \$56,019 (10%).

AYES: Glenn Parker, Brad Avery, Ron Bates, Art Brown, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver and John Withers
NOES: None
ABSENT: Anthony Kuo and Chad Wanke
ABSTENTIONS: None

INFORMATION ITEMS:

5. FY 2022-23 AND FY 2023-24 ORANGE COUNTY SANITATION DISTRICT BUDGET REVENUES AND RESERVES OVERVIEW [2022-2159](#)

Originator: Lorenzo Tyner

Controller Wally Ritchie provided a presentation regarding revenues and reserves for the next two-year budget including: four major revenue categories, fees and charges, general user fees, top ten industrial users, other income, debt proceeds, reserve policy summary for FY 2021-22, and OC San's reserve criteria summary.

ITEM RECEIVED AS AN:

Information Item.

6. STAFFING STRATEGY TO DELIVER CAPITAL IMPROVEMENT PROGRAM

[2022-2178](#)

Originator: Kathy Millea

Director of Engineering Kathy Millea introduced Engineering Manager Jeff Mohr who provided a presentation for this item which included forecasted CIP expenditures; capital project delivery costs; forecasted staff, engineering, and programming workloads; supplemental services contracts; and next steps.

ITEM RECEIVED AS AN:

Information Item.

Board Chair Withers departed the meeting at approximately 5:29 p.m.

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 5:37 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, April 13, 2022 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board