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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, June 8, 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 in accordance with new provisions in California Government Code Section 54953 and Resolution No. OC SAN 22-14, 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, Anthony Kuo, Brad Avery, Ron Bates, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers
- ABSENT:** Art Brown

**STAFF PRESENT:** Kelly Lore, Clerk of the Board, and Joshua Martinez 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; Riaz Moinuddin, Director of Operations and Maintenance; Lan Wiborg, Director of Environmental Services; Mo Abiodun; Jennifer Cabral; Sam Choi; John Frattali; Tina Knapp; Laura Maravilla; Rob Michaels; John Preston; Wally Ritchie; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel, and Dennis Mulqueeny, Alliant Insurance, were in attendance telephonically.

**PUBLIC COMMENTS:**

None.

Clerk of the Board Kelly Lore stated that Late Communication had been received regarding Item No. 7 which was delivered to the Committee and made available to the public today.

**REPORTS:**

Chair Parker and Assistant General Manager Lorenzo Tyner did not provide reports.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2022-2343](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held May 11, 2022.

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

**NOES:** None

**ABSENT:** Art Brown

**ABSTENTIONS:** None

**2. ENVIRONMENTAL REGULATORY REPORTS**

[2022-2221](#)

**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 2021, Annual Pretreatment Program Report FY 2021 (July 2020-June 2021), Semi-Annual Pretreatment Program Report (July-December 2021), Annual Mandatory Reporting of Greenhouse Gas Emissions Report CY 2021, Annual Emission Report CY 2021, Annual Marine Monitoring Annual Report FY 2021 (July 2020-June 2021), Quinquennial Sewer System Management Plan, and the Biannual Wastewater Discharge Requirements Sewer System Management Plan Audit.

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

**NOES:** None

**ABSENT:** Art Brown

**ABSTENTIONS:** None

**3. GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022-23**

[2022-2306](#)

**Originator:** Lorenzo Tyner

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 Establishing the Annual Appropriations Limit for Fiscal Year 2022-23 for the Orange County Sanitation District in accordance with the Provisions of Division 9 of Title 1 of the California Government Code".

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

**NOES:** None

**ABSENT:** Art Brown

**ABSTENTIONS:** None

**4. AWARD ACCEPTANCE PROTOCOLS**

[2022-2320](#)

**Originator:** Kelly Lore

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

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Adopt Resolution No. OC SAN 22-XX entitled, "A Resolution of the Board of Directors of the Orange County Sanitation District Establishing Award Acceptance Protocols, and Repealing Resolution No. OCSD 08-19".

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

**NOES:** None

**ABSENT:** Art Brown

**ABSTENTIONS:** None

**5. FY 2022-23 USE CHARGES FOR SANTA ANA WATERSHED PROJECT AUTHORITY**

[2022-2339](#)

**Originator:** Lorenzo Tyner

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 Establishing Use Charges for the 2022-23 Fiscal Year Pursuant to the Wastewater Treatment and Disposal Agreement with the Santa Ana Watershed Project Authority ("SAWPA")."

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

**NOES:** None

**ABSENT:** Art Brown

**ABSTENTIONS:** None

**6. HAZARDOUS WASTE DISPOSAL, SPECIFICATION NO. [2022-2348](#)  
S-2022-1304BD**

**Originator:** Celia Chandler

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

A. Approve a service contract with Clean Harbors Environmental Services, Inc. (Clean Harbors) to provide Hazardous Waste Disposal Services, Specification No. S-2022-1304BD, for a total annual amount not to exceed \$345,165 for the period beginning July 1, 2022, through June 30, 2023, with 4 one-year renewal options; and

B. Approve an annual contingency of \$34,516 (10%).

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

**NOES:** None

**ABSENT:** Art Brown

**ABSTENTIONS:** None

**NON-CONSENT:**

**7. 2022-23 PROPERTY-LIABILITY INSURANCE RENEWALS [2022-2347](#)**

**Originator:** Lorenzo Tyner

Mr. Tyner provided a brief introduction to the item and Controller Wally Ritchie provided an overview of the various renewals, current market, Property and Boiler & Machinery adjustment, and indicated staff will provide final numbers as soon as received. Dennis Mulqueeny, Alliant Insurance, responded to questions regarding Earthquake insurance coverage limits, premiums, and key structures analyzed for coverage. Mr. Mulqueeny stated that he will provide additional written information on Earthquake limits for building contents prior to the renewal.

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

Approve the Orange County Sanitation District FY 2022-23 Property-Liability Insurance Renewals included in the FY 2022-23 and FY 2023-24 Budget for the not-to-exceed amounts specified below:

Property and Boiler & Machinery - Not to Exceed	\$ 1,812,868
Excess General Liability Insurance - Not to Exceed	\$ 1,064,822
Excess Workers' Compensation Insurance - Not to Exceed	\$ 343,000
Earthquake Insurance - Not to Exceed	\$ 131,927
<b>TOTAL</b>	<b>\$ 3,352,617</b>

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

**NOES:** None

**ABSENT:** Art Brown

**ABSTENTIONS:** None

**8. PROPOSED FY 2022-23 AND FY 2023-24 BUDGET**

[2022-2342](#)

**Originator:** Lorenzo Tyner

Mr. Tyner provided an introduction to the item and described the process for creating a two-year budget. Mr. Ritchie provided a PowerPoint presentation which included an overview of the sources of revenues, rate structure, operating expenses, Capital Improvement Program (CIP), debt service, and a budget summary. Mr. Ritchie and Mr. Tyner responded to questions regarding the upcoming Rate Study, Budget Update, and Financial & CIP Reporting.

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 2022-23 and FY 2023-24 as follows:

	<b>FY 2022-23</b>	<b>FY 2023-24</b>
Net Operating	\$ 201,144,702	\$ 209,891,777
Self-Insurance - Workers' Comp.	\$ 790,000	\$ 810,000
Self-Insurance - Property & Gen. Liability	\$ 2,900,000	\$ 3,040,000
Net Capital Improvement Program	\$ 268,167,501	\$ 315,307,637
Debt/COP Service	\$ 68,568,134	\$ 68,611,384
Intra-District Joint Equity Purchase/Sale(1)	\$ 3,500,000	\$ 3,500,000
<b>TOTAL</b>	<b>\$ 545,070,337</b>	<b>\$ 601,160,798</b>

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

**AYES:** Glenn Parker, Anthony Kuo, Brad Avery, Kim Carr, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

**NOES:** Ron Bates

**ABSENT:** Art Brown

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**9. ORANGE COUNTY SANITATION DISTRICT ENVIRONMENTAL SERVICES LABORATORY AND OCEAN MONITORING UPDATE [2022-2356](#)**

**Originator:** Lan Wiborg

Environmental Lab and Ocean Monitoring Manager Samuel Choi provided a PowerPoint presentation regarding the Environmental Laboratory and Ocean Monitoring Program which included an overview of the environmental services department, environmental monitoring, accreditations, the laboratory and ocean monitoring division, laboratory tests and instruments, ocean monitoring, the 2020-2021 OC Beach Report Card, research and innovation endeavors, partners, and community outreach.

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 6:08 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, July 13, 2022 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board