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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, April 14, 2021 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 teleconferencing in accordance with the Governor's Executive Order No. N-29-20, due to the Coronavirus Pandemic (COVID-19). Chair Wanke led the Flag Salute and announced the teleconference meeting guidelines.

**ROLL CALL AND DECLARATION OF QUORUM:**

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

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

**STAFF MEMBERS 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; Kathy Millea, Director of Engineering; Lan Wiborg, Director of Environmental Services; Laura Maravilla, HR & Risk Manager; Jennifer Cabral; Mortimer Caparas; Tina Knapp; Wally Ritchie; Don Stokes; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

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

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Wanke did not provide a report.

General Manager Jim Herberg introduced Assistant General Manager Rob Thompson who provided an update on two recent spills. On March 19, the first occurred in the City of Orange. OC San staff and East Orange County Water District responded and assisted with cleanup efforts. The second occurred on April 5, when a 42,000-gallon surface discharge spill occurred in the City of Anaheim. The Contractor was switching the bypass from the old line to the new line and the plug was not removed from the new line. The Contractor and OC

San staff responded to clean up the site and allow for construction to continue. Both spills were reported to the Orange County Health Care Agency.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES [2021-1567](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held March 10, 2021.

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

**NOES:** None

**ABSENT:** John Withers

**ABSTENTIONS:** None

**2. PURCHASE OF A FOURIER TRANSFORM INFRARED MICROSCOPE [2021-1568](#)**

**Originator:** Lan Wiborg

MOVED, SECONDED, AND DULY CARRIED TO:

Approve a Sole Source purchase to Thermo Electron/Thermo Fisher for a Fourier Transform Infrared Microscope (FTIM) for an amount not to exceed \$109,713, including estimated tax and shipping.

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

**NOES:** None

**ABSENT:** John Withers

**ABSTENTIONS:** None

**NON-CONSENT:**

**3. PROPOSED ADOPTION OF ORDINANCE NO. OC SAN-XX [2021-1526](#)  
UPDATING ELECTRONIC REQUIREMENTS FOR THE  
PRESENTATION OF CLAIMS OR DEMANDS FOR PAYMENT**

**Originator:** Lorenzo Tyner

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

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

- A. Introduce Ordinance No. OC SAN-XX, entitled: "An Ordinance of the Board of Directors of the Orange County Sanitation District Establishing Requirements for the Presentation of Claims or Demands for Payment; and Repealing Ordinance No. OCSD-17";
- B. Motion to read Ordinance No. OC SAN-XX by title only and waive reading of said entire Ordinance on April 28, 2021;
- C. Set May 26, 2021, as the date for the second reading and adoption of Ordinance No. OC SAN-XX; and
- D. Direct the Clerk of the Board to publish summaries of the Ordinance as required by law.

**4. PROPOSED ADOPTION OF ORDINANCE NO. OC SAN-XX  
UPDATING THE PURCHASING ORDINANCE**

[2021-1570](#)

**Originator:** Lorenzo Tyner

Mr. Tyner provided a brief introduction to the proposed Ordinance and responded to questions from the Committee regarding the tie bids and the award of bids based on lots; and price proposals that remain unopened in a web-based system. Mr. Tyner noted that further clarification will be made and included in the Ordinance.

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

- A. Introduce Ordinance No. OC SAN-XX, 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. OCSD-52";
- B. Motion to read Ordinance No. OC SAN-XX by title only and waive reading of said entire Ordinance on April 28, 2021;
- C. Set May 26, 2021, as the date for the second reading and adoption of Ordinance No. OC SAN-XX; and
- D. Direct the Clerk of the Board to publish summaries of the Ordinance as required by law.

**INFORMATION ITEMS:**

**5. FY 2021-22 OPERATING BUDGET UPDATE**

[2021-1554](#)

**Originator:** Lorenzo Tyner

Controller Wally Ritchie and Mr. Thompson provided a PowerPoint presentation of the 2021-22 Budget Update including an Expense Summary explaining the increases to Salaries, Wages, and Benefits; Repairs and Maintenance; Contractual Services; Operating Materials and Supplies; Utilities; Professional Services; Other Operating Supplies; and Cost Allocation.

ITEM RECEIVED AS AN:

Information Item.

**6. ORANGE COUNTY SANITATION DISTRICT COLLECTION SYSTEM**

[2021-1578](#)

**Originator:** Rob Thompson

Mr. Thompson introduced Engineering Manager Don Stokes who provided a PowerPoint presentation which included an overview of the wastewater collection system. He also included information about OC San's service area and goals; gravity systems; line cleaning types; line flushing; mechanical cleaning; pressure systems; pump station maintenance and resiliency; underground line locating; regional odor control, odor control chemicals, and odor control efforts; CCTV; and outside agency assistance.

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 Wanke declared the meeting adjourned at 6:00 p.m. to the Regular meeting to be held on Wednesday, May 12, 2021 at 5:00 p.m.

Submitted by:



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Kelly A. Lore, MMC  
Clerk of the Board